



NASA Automated Awards System User Guide

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1.0 INTRODUCTION

1.1 System Description

The National Aeronautics and Space Administration (NASA) Automated Awards System (NAAS) is a web-based application that provides the necessary interfaces and automated processes to easily initiate, review, approve, and monitor award submissions for both NASA-wide and local Center awards. The application was developed at the request of NASA in order to consolidate and unify the Human Resource processes and all NASA agency award processing into a single agency-wide processing and management system. NAAS is based on the concepts and functionality developed in the Kennedy Space Center (KSC) Awards Web Database Version Two (AWD2) that has been used at KSC since 2001 and has undergone several upgrades.

NAAS builds on this experience, incorporating additional workflow automation and the functionality to manage additional award types such as NASA Honor Awards, monetary and time-off awards, and Center specific awards. The NAAS also incorporates support for the unique functions that are the responsibility of the new NASA Shared Services Center (NSSC).

NAAS incorporates a rich set of tools that allow system users to oversee and manage certain key aspects of the awards nomination-review-approval process; including automated notification of pending actions, tracking of current status, and monitoring an organization's available awards budget balance.

1.2 Operating Requirements

NAAS is a web-based application designed to be used in conjunction with a web browser, such as Internet Explorer, on a local Intranet. The Universal Resource Locator (URL) address for NAAS is:
<https://naas.nasa.gov>.

1.3 Desktop Configuration

The workstation desktop configuration required for accessing NAAS is the standard desktop Personal Computer (PC) setup, web browser, and network connectivity. General, application-wide requirements are as follows:

- Web interface within Microsoft Internet Explorer version 4.0 or later.
- Minimum graphical display resolution of 600x800.
- Graphical display consisting of a minimum of 256 colors.
- Flash 8 plug-in

1.4 Training

Each NASA center will have a designated NAAS trainer. Contact the NAAS Administrator or Human Resource (HR) office for further training information.

1.5 Technical Support

NAAS technical support for NASA users is provided by the NSSC at the Stennis Space Flight Center (SSFC).

2.0 GETTING STARTED WITH NAAS

2.1 Accessing And Logging On To NAAS

1. Click on the **Internet Explorer** icon (Figure 2-1) on the desktop to display the **User** home page as exemplified in Figure 2-2.



Figure 2-1, Internet Explorer icon



NOTE: The home page displayed will vary depending on location and configuration.

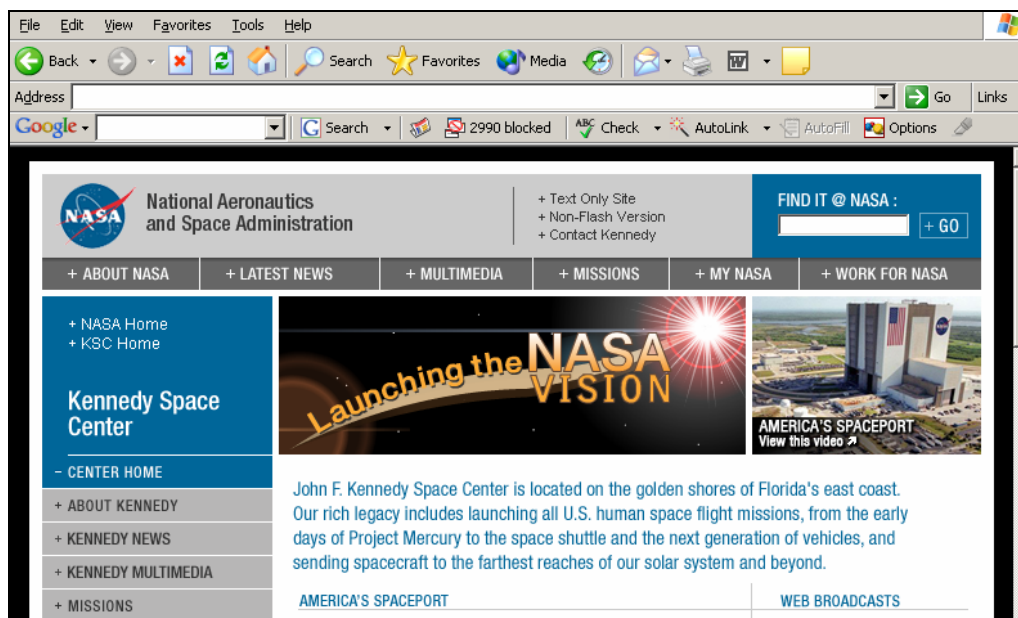
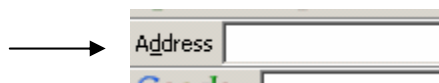



Figure 2-2, Sample home page (partial view)

2. Click in the page's **Address** field and enter `https://naas.nasa.gov`.



3. Click the **Go** button to display the **Login** box (Figure 2-3).



 **NOTE:** A popup box will be displayed as NAAS loads.

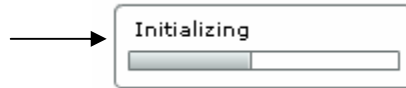
A login form titled "Login". It contains two input fields: "Username: *" and "Password: *". Below the fields is a "Login" button.

Figure 2-3, Login box

4. Click in the **Username** field and enter the user name.




5. Click in the **Password** field and enter the password.



6. Click the **Login** button to initiate NAAS startup and display the **NAAS** home page, Figure 2-4.



Figure 2-4, NAAS home page

 **NOTE:** The home page configuration will vary depending on the user's role. The example in Figure 2-4 is for the Center Awards Officer. The other user roles are explained in Section 2.2.

2.2 User Roles

There are a set of required roles and responsibilities. The following table provides the user titles with the corresponding user roles and access level as noted:

USER TITLES	USER ROLES	ORGANIZATIONAL LEVELS
NAAS System Administrator	NAAS Administrator	Agency
Nominating Official	Nominating Official	Organization
Center Reviewer	N/A	N/A
Center Approver	N/A	N/A
Center Awards Officer	Awards Officer	Center
N/A	NAAS Administrator	Center
Organization Awards Officer	Awards Officer	Organization
NSSC Awards Support	Awards Officer	Agency
HQ's Coordinator	HQ Coordinator	Agency (User's can only see NASA Honor Awards.)
Expert Panel Member	N/A	N/A
Expert Panel Recorder	Panel Recorder	Agency (Users can only access the Panel they are members of, providing that the Center Approver has given access.)
IAB Members	N/A	N/A
IAB Recorder	IAB Recorder	Agency (Users can only access awards sent to the Incentive Awards Board (IAB) and has been approved by the Center Approver or recommended by the Panel Recorder when a panel is required.)
NASA Administrator	N/A	N/A
NASA Administrator Recorder	Administrator Recorder	Agency (Users have the ability to override the reviewer/approval chain and the comment field with "Administrator Override".)

The following options will be available for the users. What is actually displayed depends on the user's access level/role:

- User Administration
- Organization Administration
- Award Administration
- Budget Administration
- Panel Administration
- Reviewer/Approver Administration
- Nominate
- Status
- Query
- Logout



NOTE: The user roles are outlined in the User Role Outline diagram, Figure 2-5.

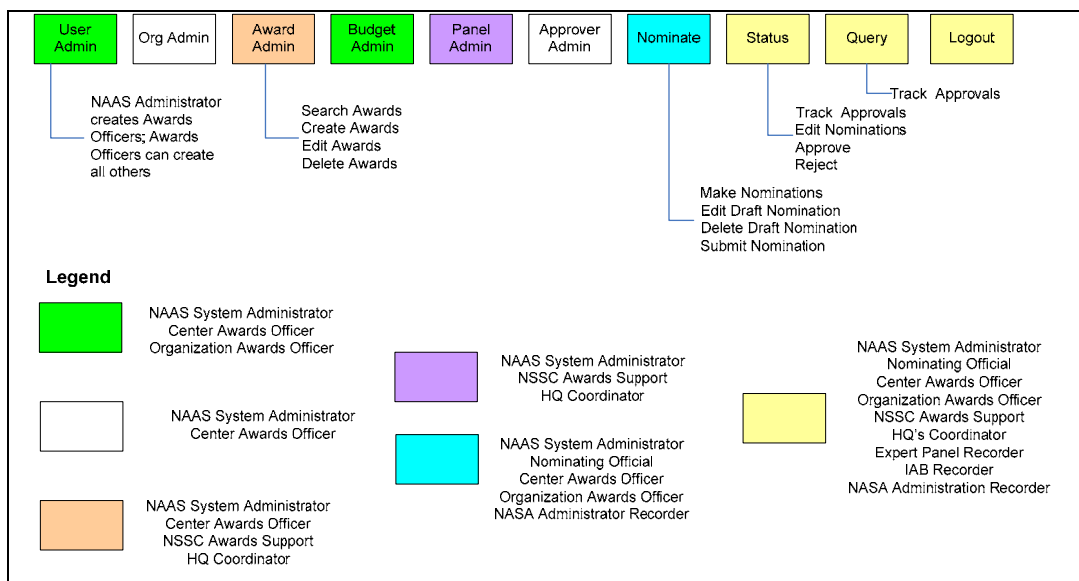


Figure 2-5, User Role Outline diagram



NOTE: Use cases/operational scenarios/workflow examples are described in Appendix C.

2.2.1 NAAS System Administrator Role

The System Administrator has access to the whole system. Duties include establishing users, assigning roles and responsibilities, updating edit tables that support pull down menus, etc.

The NAAS System Administrator is responsible for creating and maintaining the user accounts for the Center Awards Officers, HQ's Coordinator, Expert Panel Members, Incentive Awards Board (IAB) Members and NASA Administrator, and the appropriate Recorders for each of the above groups.

This role has access to the following functions:

- User Administration
- Organization Administration
- Award Administration
- Budget Administration
- Panel Administration
- Reviewer/Approver Administration
- Nominate
- Status
- Query

2.2.2 Nominating Official Role

The Nominating Official has the capacity to create, edit, and/or delete nominations. The Nominating Official can delete only draft nominations created by the Nominating Official. A draft nomination is one that has not been submitted by the Nominating Official for review and approval.

The Nominating Official can run queries on all awards that he/she has nominated.

This role has access to the following functions:

- Nominate
- Status
- Query

2.2.3 Center Reviewer Role

The Center Reviewer can recommend or reject any award nomination for which this reviewer is identified as the Reviewer on the nomination.

Center Reviewer will not have access to NAAS, other than through the e-mail interface.

1. The Center Reviewer receives an email as exemplified in Figure 2-6.

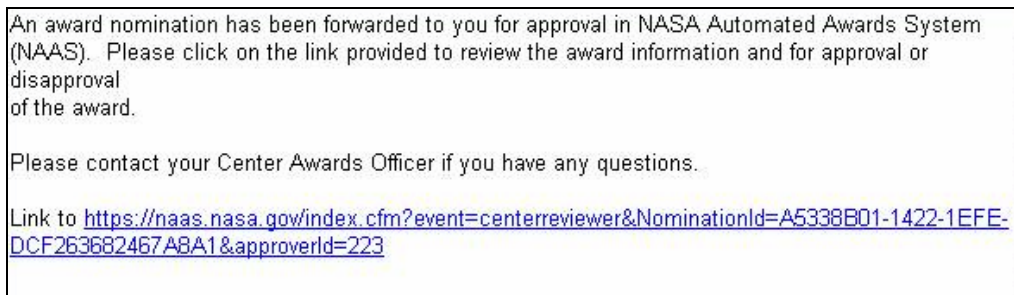


Figure 2-6, Center Reviewer email example

2. Click the link to display the **Center Reviewer Action** page, Figure 2-7.

Name:

Award Category:

Monetary Amount:

Time Off Amount:

Justification :

Full text of the Justification.

Please select an option below. If the award is not approved or a change is requested, a comment must be added

☒ Approve Nomination

☐ Not Approve Nomination

☐ Request Change

Not Approved or Request Change Comment

Figure 2-7, Center Reviewer action page

3. Click on either the **Approve Nomination**, **Not Approve Nomination**, or **Request Change** option button as determined by the reviewer, enter any desired or required comments, and click the **Send** button.

2.2.4 Center Approver Role

The Center Approver can approve or disapprove any award nomination for which this approver is identified as the Approver on the nomination.

Center Approver will not have access to NAAS, other than through the e-mail interface.

1. The Center Approver receives an email as exemplified in Figure 2-8.

An award nomination has been forwarded to you for approval in NASA Automated Awards System (NAAS). Please click on the link provided to review the award information and for approval or disapproval of the award.

Please contact your Center Awards Officer if you have any questions.

Link to <https://naas.nasa.gov/index.cfm?event=centerapprover&NominationId=A541E14B-1422-1EFE-DC076C28ED224166&approverId=222>

Figure 2-8, Center Approver email example

2. Click the link to display the **Center Approver Action** page, Figure 2-9.

Individual name with drop down to display all individuals in group award

Name:

Award Category, Award Title

Monetary Amount: Monetary Amount of award, if any

Time Off Amount: Time off amount of award, if any

Justification:

Full text of the justification.

Please select an option below. If the award is not approved, a comment must be added

☐ Approve Nomination

☐ Not Approve Nomination

Not Approved Comment

Send

Figure 2-9, Center Approver action page

3. Click on either the **Approve Nomination** or **Not Approve Nomination** option button as determined by the approver, enter any desired or required comments, and click the **Send** button.

2.2.5 Center Awards Officer

The Center Awards Officer manages all user accounts for a Center and maintains the tables of valid reviewers and approvers by Organization. The Center Awards Officer creates and manages user accounts for their Center for Nominating Officials.

The Center Awards Officer is responsible for creating and maintaining the valid list of award reviewers and approvers that are displayed in the Awards Nomination form pull down menus. Reviewers and approvers are a function of the organization.

The Center Awards Officer can review all awards within the Center that have been submitted for review and approval by a Nominating Official. The Center Awards Officer can edit a nomination. The Center Awards Officer submits all of the Center's Honor Award nominations to the NSSC for Headquarters review and approval. The Center Awards Officer can submit Center specific awards to FPPS for processing. The Center Awards Officer can run queries on all of the Center's awards.

The Center Awards Officer is responsible for ensuring that their Center does not exceed their allocation of award nominations. This is done off-line. The system will provide a link to the information where it states the allocations for each center.

This role has access to the following functions:

- User Administration
- Org Administration
- Award Administration
- Budget Administration
- Reviewer/Approver Administration
- Nominate
- Status
- Query

2.2.6 Organization Awards Officer

The Organization Awards Officer reviews all awards within the Organization that have been submitted for review/approval by a Nominating Official. The Center Awards Officer edits a nomination in their Organization/Division. The Organization Awards Officer runs queries on all of the Organization's awards.

The Organization Awards Officer is responsible for setting up the budget for their Organization and Divisions.

This role has access to the following functions:

- User Administration (only within their organization)
- Budget Administration
- Nominate
- Status
- Query

2.2.7 NSSC Awards Support Role

The NSSC Awards Support duties include coordinating all Honor Award nominations, controlling access to the Honor Award nominations for the Expert Panel Members, IAB Members and the NASA Administrator, notifying and granting access to the Centers of the final nomination determinations, and generating and printing statistical reports.

After all Centers have submitted their nominations to the NSSC, the NSSC Awards Support resolves issues with respect to allocations and submits Honor Awards to the appropriate Expert Panel teams and IAB members for their review and approval.

After an Honor Award's final determination from the IAB, the NSSC Awards Support prepares the Honor Awards package for the NASA Administrator's review and approval. This function is performed off-line except for those reports and nominations that are part of the package.

NSSC Awards Support is the only user that can create NASA Honor Awards and NASA Special Sponsored Awards. NSSC Awards Support does not create or edit Center Awards.

This role has access to the following functions:

- User Administration
- Award Administration
- Panel Administration
- Status
- Query

2.2.8 HQ's Coordinator Role

The Director, Workforce Management and Development Division will continue in the role of Executive Secretary to the IAB with an oversight responsibility of the Headquarters review process for Honor Awards.

For NASA Honor Awards, the HQ's Coordinator can act on the NSSC Award Support's behalf if called upon. The HQ's Coordinator is the staff person on-site supporting the IAB Executive Secretary and making sure that everything is correct and moving smoothly.

The HQ's Coordinator only has access to NASA Honor Awards.

This role has access to the following functions:

- Award Administration
- Panel Administration
- Status
- Query

2.2.9 Expert Panel Member Role

Expert Panel Members do not have access to NAAS, except through the e-mail interface. They can review the nomination on-line via email or they can print the nomination to a local printer. Expert Panel Members review all nominations for a specific Honor Award. They can recommend or not recommend a nomination or they can recommend a change in award category. The Expert Panel Member provides their recommendations to the Expert Panel Chairman off-line. The Expert Panel Chairman provides the final results to the Expert Panel Recorder off-line.

The following six Honor Awards are assigned to an Expert Panel for review:

- NASA Exceptional Technology Achievement Medal (ETAM)
- NASA Exceptional Engineering Achievement Medal (EEAM)
- NASA Exceptional Scientific Achievement Medal (ESAM)
- NASA Equal Employment Opportunity Medal (EEOM)
- NASA Exceptional Administrative Achievement Medal (EAAM)
- NASA Outstanding Leadership Medal (OLM) (newly added for 2006)

2.2.10 Expert Panel Recorder Role

The Expert Panel Recorder records the final decision of the expert panel by identifying the panel's recommendation for each nomination reviewed by that panel. The Expert Panel Recorder submits all of the honor award nominations reviewed by the panel, through the NSSC Awards Support, to the IAB for their review.

They will have access to the following functions:

- Status
- Query

2.2.11 IAB Members Role

The IAB Members do not have access to NAAS. They can review the nomination on-line via email or they can print the nomination to a local printer. They can recommend or not recommend a nomination or they can recommend a change in award category. The IAB Members provide their recommendations to the IAB Chairman off-line. The IAB Chairman provides the final results to the IAB Recorder off-line.

2.2.12 IAB Recorder Role

The IAB Recorder records the final decision of the IAB by identifying the IAB's recommendations for each nomination. The IAB Recorder submits all of the honor award nominations to the NASA Administrator for approval.

This role has access to the following functions:

- Status
- Query

2.2.13 NASA Administrator Role

The NASA Administrator can create nominations for any Honor Award. Nominations from the NASA Administrator do not need to be reviewed or approved. An Honor Award nomination from the NASA Administrator does not count against a Center's allocation.

This is a title only and there is no associated system function.

2.2.14 NASA Administrator Recorder Role



NOTE: It is not assumed that the NASA Administrator will review the results of the review and approval process of the Honor Awards on-line. The NSSC will prepare a package for the Administrator's review and approval. This specific role and responsibility will support the recording of the final approval of all Honor Awards by the NASA Administrator.

The NASA Administrator Recorder records the final decision of the NASA Administrator by identifying the Administrator's approvals of Honor Awards.

This role has access to the following functions:

- Nominate
- Status
- Query

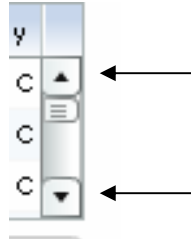
2.3 An Overview of the User Interfaces



NOTE: Fields shaded in gray are automatically populated. Required fields are bolded.

2.3.1 Scroll Bar

A Scroll Bar is displayed on the right-hand side of the pages for viewing multiple records. Scroll up or down by clicking on the indicator and dragging it up, or down or click on the **Up** or **Down** arrow.



2.3.2 Search Indicator

Whenever NAAS is searching the database for information, **Search Symbol** icon will be displayed over the Search button. The **Search Symbol** icon is hidden when the search process is not active.



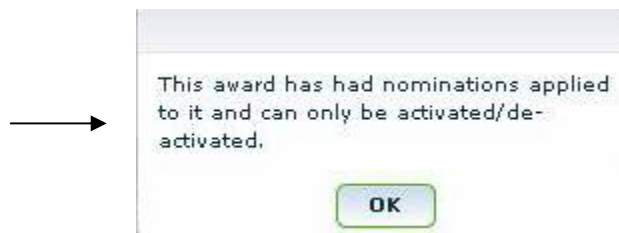
2.3.3 Required Field

Any field that is required by NAAS to be populated is displayed with an Asterisks (*) symbol. At any time when the user is searching, saving, editing, or updating a record and a mandatory field has not been populated, it will be displayed in red with the appropriate error message after an action button is clicked. Enter the required information and click an action button again.



2.3.4 Inactive Award Error Message

If the user selects an existing award that does not have active nominations, but that it has been awarded in the past it can only be set to inactive. The following message is displayed.



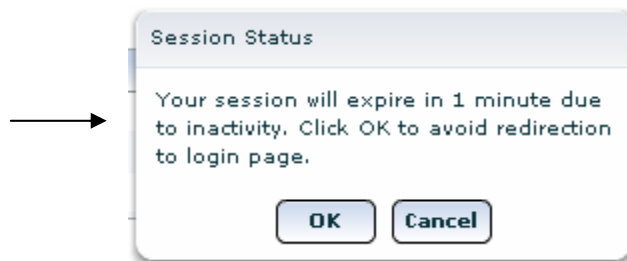
2.3.5 Award Update Error Message

If the user selects an existing award that has active nominations against it, they cannot edit it in any way and the following message is displayed.



2.3.6 Timeout

NAAS will automatically log the user off after approximately 18 minutes of no activity. A **Timeout** warning message will be displayed one minute before the automatic logoff takes place. Clicking the **OK** button is considered an activity and will reset the timeout period.



2.3.7 Drag and Drop

To drag and drop a file or data from one table or field to another, click on the file or field in the origin table or field to select it. Maintain the click on the mouse and drag it across the page to the destination table or field. When the click on the mouse is released, the file is repositioned in the destination table or field.

original (click and drag)

Organization	Nominee	Award Title	Amount	Status/Action
AUA	ABREGO, ANITA	AGENCY HONOR AWARD	0	WOODWARD, CHRISTIANA
AUA	ABREGO, ANITA	AGENCY HONOR AWARD	0.00	WOODWARD, CHRISTIANA
HR	KALB, SUSAN	AMES HONOR AWARD - ALEE	0	SIPES, ALESIA



NOTE: Multiple files can be selected at the same time for drag/drop. When the mouse is clicked, use the **CTRL** key to select one at a time or the **Shift** key to select a range.

2.4 Exiting NAAS

1. From the **NAAS** home page (Figure 2-4), click on the **Logout** button to shutdown NAAS.





NOTE: A popup box will be displayed as NAAS shutdowns.



3.0 ADMINISTRATION

NAAS Administration is used to add, edit and delete individual users and approvers by the NAAS Administrator. It consists of four pages:

- **User Administration** page, described in Section 3.1.
 - **Approver Administration** page, described in Section 3.2.
 - **Panel Administration** page, described in Section 3.3.
 - **Panel Members Administration** page, described in Section 3.4.
1. From the **NAAS** home page, Figure 2-4, click the **User Admin** link to display the **User Administration** page, Figure 3-1.

→ **USER ADMIN**

Please select a center for administration:

Center:

User Admin


User Search

Last Name: First Name:

Last	First	User Name	Email
Spaceworker	Luke	spacelv	luke.spaceworker@ksc.nasa.gov

Figure 3-1, User Administration page (partial view)

 **NOTE:** Detailed field, button and link information can be found in Appendix B. User interfaces for using NAAS can be found in Section 2.2.

 **NOTE:** The **User Administration** page, Figure 3-1, is the default page when the NAAS Administration pages are first accessed from the **NAAS** home page, Figure 2-4.

3.1 User Administration Page

The **User Administration** page, Figure 3-1, is used to add, edit and delete individual users by the NAAS Administrator, Center Awards Officer, Organization Awards Officer and NSSC Awards Support.

The main task for the NAAS Administrator in this page is to manage the Center Awards Officers and the NSSC Awards Support.

The main task for the Center Awards Officer is to manage Organization Awards Officers, Nominating Officials, and Reviewers/Approvers.

The main task for the Organization Awards Officer is to manage Nominating Officials.

The main task for the NSSC Awards Support is to manage Panels, Panel Members, Expert Panel Recorder, IAB Recorder, HQ Coordinator and NASA Administrator Recorder.

The web page is divided into three parts:

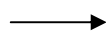
- **Select a User Center** section, described in Section 3.1.1.
- **User Search** section, described in Section 3.1.2.
- **Add/Edit User** section described in Section 3.1.3.

In addition, two button configurations will be displayed:

- **Adding New User** button, described in Section 3.1.4.
- **Editing Existing User** button, described in Section 3.1.5.



NOTE: The **User Administration** page, Figure 3-1 can also be accessed from the any of the other pages available under the **User Admin** option, Figure 3-7, by clicking the **User Admin** tab at the top of the page.



User Admin

3.1.1 User Administration Page - Select A User Center Section

Please select a center for administration:

Center: Kennedy Space Center ▼

Figure 3-2, User Administration page – Select A User Center Section

1. Click the down-arrow to right of the **Center** field to display a drop-down box of NASA centers.
2. Click the user's center to select it.



NOTE: Center is used for searches in any of Administration pages that require a search.

3.1.2 User Administration Page - User Search Section



TIP: If the user is new and has yet to be entered, there will be no listing for that individual until the information has been entered in the **User Administration** page – **Add/Edit User** section, Figure 3-4, and the **Add** button at the bottom of the page has been clicked. Perform a search to verify that the user does not exist in the system.

User Search			
Last Name: <input type="text"/>		First Name: <input type="text"/>	
Last	First	User Name	Email
Spaceworker	Luke	spacelv	luke.spaceworker@ksc.nasa.gov

Figure 3-3, User Administration page – User Search Section



NOTE: The users are listed alphabetically by last name. To bring up a name that is not displayed, click in the Last Name field, enter the last name, and it will be displayed as first on the list.



NOTE: All columns can be sorted in alphabetical order by clicking the title of the column. A subsequent click will sort them in reverse order.

1. Click the desired user to populate the fields in the **User Administration** page - **Add/Edit User** section, Figure 3-4, with the user's information.

3.1.3 User Administration Page - Add/Edit User Section

User Form

First: * Last: * Middle Initial:

User Name: * Email: *

Roles: *

Login Centers:

Centers:

Organizations:

Active: ☐

Figure 3-4, User Administration page – Add/Edit User Section



NOTE: If a user has been selected from the **User Administration** page – **User Search** section, Figure 3-3, the fields will be populated.

1. If the user has been selected from the **User Administration** page – **User Search** section, Figure 3-3, the user information fields can be edited.
2. If the user was not selected from the **User Administration** page – **User Search** section, Figure 3-3, the user information fields can be added.

3.1.4 Add User Button Configuration



NOTE: The **Add User** button configuration, Figure 2-5, is the default, when the **User Administration** page, Figure 3-1, is opened. In this configuration, the **Update** button and **Delete** button are disabled. They are enabled when an existing user is selected from the **User Administration** page – **Search User** section, Figure 3-3, and described in Section 3.1.5.

Figure 3-5, Add User button configuration

1. To add the user and the user's data to NAAS, click the **Add** button.

- To erase the entered information for a user, click the **Clear** button.

3.1.5 Edit User Button Configuration



 **NOTE:** The **Edit User** button configuration, Figure 3-6, is enabled when an existing user is selected from the **User Administration** page – **Search User** section, Figure 3-3. In this configuration, the **Add** button is disabled.



Figure 3-6, Edit User button configuration

- To add any changes to the user's data to NAAS, click the **Update** button.
- To delete the user, click the **Delete** button.
- To erase any changes made to the user's data during the current session, click the **Clear** button.

3.2 Approver Administration Page

 **NOTE:** The **Approver Administration** page, Figure 3-7, is accessed from any of the other pages available under User Admin option, by clicking the **Approver Admin** tab at the top or bottom of the page.



Please select a center for administration:

Center:

User Admin

Approver Admin

Approver Search

Last Name: First Name:

Last	First	Email

Figure 3-7, Approver Administration page (partial view)

 **NOTE:** Detailed field, button and link information can be found in Appendix B. User interfaces for using NAAS can be found in Section 2.2.

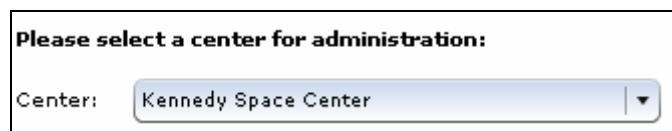
The **Approver Administration** page, Figure 3-1, is used to add, edit and delete individual reviewers and approvers by the Center Awards Officer. The web page is divided into three parts:

- Select an Approver Center section, described in Section 3.2.1.
- Approver Search section, described in Section 3.2.2.
- Add/Edit Approver section described in Section 3.2.3.

In addition, two button configurations will be displayed:

- Adding New User button, described in Section 3.2.4.
- Editing Existing User button, described in Section 3.2.5.

3.2.1 Select An Approver Center Section



Please select a center for administration:

Center: Kennedy Space Center ▼

Figure 3-8, Approver Administration page – Select An Approver Center Section

1. Click the down-arrow to right of the **Center** field to display a drop-down box of NASA centers.
2. Click the approver's center to select it.

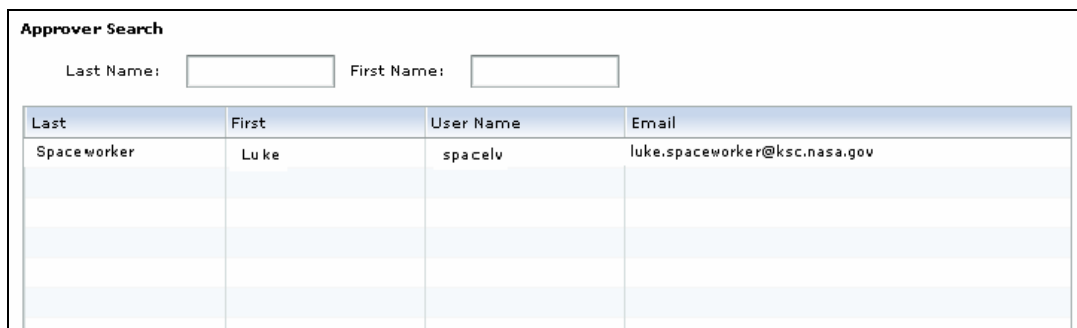


NOTE: Center is used for searches in any of Administration pages that require a search.

3.2.2 Approver Search Section



TIP: If the reviewer/approver is new and has yet to be entered, there will be no listing for that individual until the information has been entered in the **Approver Administration** page – **Add/Edit Approver** section, Figure 3-9, and the **Add** button at the bottom of the page has been clicked. Perform a search to verify that the user does not exist in the system.





Approver Search

Last Name: First Name:

Last	First	User Name	Email
Spaceworker	Luke	spacelv	luke.spaceworker@ksc.nasa.gov

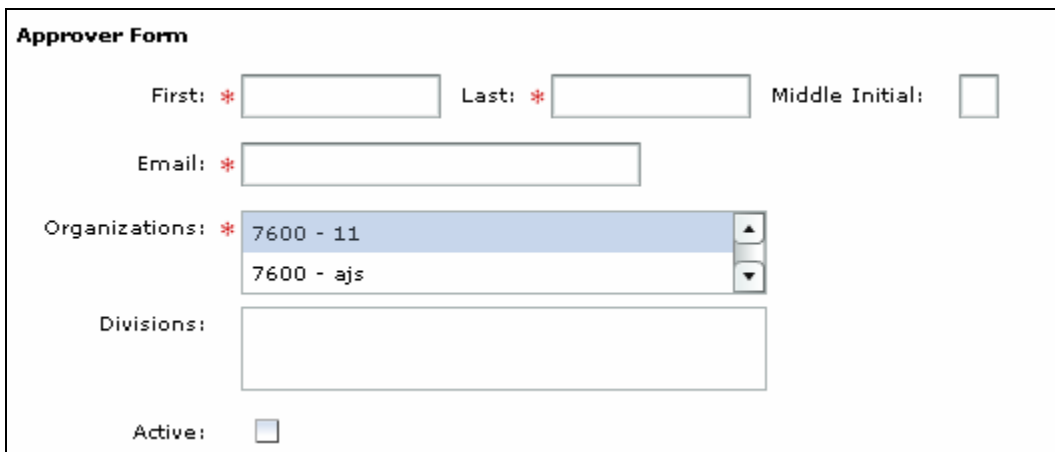
Figure 3-9, Approver Administration page – Add/Edit Approver Section

 **NOTE:** The approvers are listed alphabetically by last name. To bring up a name that is not displayed, click in the Last Name field, enter the last name, and it will be displayed as first on the list.

 **NOTE:** All columns can be sorted in alphabetical order by clicking the title of the column. A subsequent click will sort them in reverse order.

1. Click the desired approver to populate the fields in the **Approver Administration** page - **Add/Edit Approver** section, Figure 3-9, with the user's information.


3.2.3 Add/Edit Approver Section



The screenshot shows the 'Approver Form' with the following fields and controls:

- First:** * [Text input field]
- Last:** * [Text input field]
- Middle Initial:** [Text input field]
- Email:** * [Text input field]
- Organizations:** * [List box with '7600 - 11' selected and '7600 - ajs' below it]
- Divisions:** [Text input field]
- Active:** ☐

Figure 3-10, Approver Administration page – Add/Edit User Section

 **NOTE:** If a user has been selected from the **Approver Administration** page – **Approver Search** section, Figure 3-9, the fields will be populated.

1. If the reviewer/approver has been selected from the **Approver Administration** page – **Add/Edit Approver** section, Figure 3-9, the reviewer/approver information fields can be edited.
2. If the reviewer/approver was not selected from the **Approver Administration** page – **Add/Edit Approver** section, Figure 3-9, the reviewer/approver information fields can be added.

3.2.4 Add Approver Button Configuration


 **NOTE:** The **Add Approver** button configuration, Figure 3-11, is the default, when the **Approver Administration** page, Figure 3-7, is opened. In this configuration, the **Update** button and **Delete** button are disabled. They are enabled when an existing user is selected from the **Approver Administration** page – **Search Approver** section, Figure 3-9, and described in Section 3.2.5.



Figure 3-11, Add Approver button configuration

1. To add the approver and the approver's data to NAAS, click the **Add** button.
2. To erase the entered information for an approver, click the **Clear** button.

3.2.5 Edit Approver Button Configuration



NOTE: The **Edit Approver** button configuration, Figure 3-12, is enabled when an existing user is selected from the **Approver Administration** page – **Search Approver** section, Figure 3-9. In this configuration, the **Add** button is disabled.



Figure 3-12, Edit Approver button configuration

1. To add any changes to the approver's data to NAAS, click the **Update** button.
2. To delete the approver, click the **Delete** button.
3. To erase any changes made to the approver's data during the current session, click the **Clear** button.


3.3 Panel Administration Page



NOTE: The **Panel Administration** page, Figure 3-13 is accessed from any of the other pages available under User Admin option, by clicking the **Panel Admin** tab at the bottom of the page.



Figure 3-13, Panel Administration page

 **NOTE:** Detailed field, button and link information can be found in Appendix B. User interfaces for using NAAS can be found in Section 2.2.

1. To add a new panel, click in the **Panel** field and enter the name of the panel.
2. To edit an existing panel, locate and click the name on the **Panel Name** field.

3.3.1 Add Panel Button Configuration


 **NOTE:** The **Add Panel** button configuration, Figure 3-14, is the default, when the **Panel Administration** page, Figure 3-13, is opened. In this configuration, the **Update** button and **Delete** button are disabled. They are enabled when an existing panel name is selected from the **Panel Name** field.

Figure 3-14, Add Panel button configuration

1. To add the panel name and the panel's data to NAAS, click the **Add** button.
2. To erase the entered information for a panel, click the **Clear** button.

3.3.2 Edit Panel Button Configuration



 **NOTE:** The **Edit Panel** button configuration, Figure 3-15, is enabled when an existing panel is selected from the **Panel Name** field. In this configuration, the **Add** button is disabled.



Figure 3-15, Edit Panel button configuration

1. To add any changes to the panel's data to NAAS, click the **Update** button.
2. To delete the panel, click the **Delete** button.
3. To erase any changes made to the panel's data during the current session, click the **Clear** button.

3.4 Panel Members Administration Page

 **NOTE:** The **Panel Members Administration** page, Figure 3-16 is accessed from any of the other pages available under User Admin option, by clicking the **Panel Member Admin** tab at the bottom of the page.

→ **Panel Member Admin**

Please select a center for administration:

Center:

User Admin

Approver Admin

Panel Admin

Panel Member Admin

Registered Panel Members

Panel:

Last	First	Email
PANEL1MEM2	ALESIA	alesia.sipes-1@ksc.nasa.gov
PANEL1MEM3	ALESIA	alesia.sipes-1@ksc.nasa.gov
PANEL1MEM1	ALESIA	alesia.sipes-1@ksc.nasa.gov


Panel Member Form


First: * Last: * Middle Initial:

Email: * Panels: *

Active: ☐

Figure 3-16, Panel Member Administration page

 **NOTE:** Detailed field, button and link information can be found in Appendix B. User interfaces for using NAAS can be found in Section 2.2.

 **NOTE:** All columns can be ordered in alphabetical order by clicking the title of the column. A subsequent click will order them in reverse order

1. In the **Panel** drop-down menu select the desired panel.
2. System will list all existing panel members, if any
3. Click the desired panel member to populate the fields in the **Panel Member Administration** page – **Add/Edit Panel Member**, Figure 3-16.
4. If the panel member has been selected from the Registered Panel Member section, the panel member information fields can be edited.
5. If the panel member was not selected from the Registered Panel Member section, the reviewer/approver information fields can be added.

3.4.1 Add Panel Member Button Configuration


 **NOTE:** The **Add Panel Member** button configuration, Figure 3-17, is the default, when the **Panel Administration** page, Figure 3-15, is opened. In this configuration, the **Update** button and **Delete** button are disabled. They are enabled when an existing panel name is selected from the **Panel Members Name** field.



Figure 3-17, Add Panel Member button configuration

1. To add the panel member's name and the panel member's data to NAAS, click the **Add** button.
2. To erase the entered information for a panel member, click the **Clear** button.

3.4.2 Edit Panel Members Button Configuration



NOTE: The **Edit Panel Members** button configuration, Figure 3-18, is enabled when an existing panel member is selected from the **Panel Member Name** field. In this configuration, the **Add** button is disabled.



Figure 3-18, Edit Panel member button configuration

1. To add any changes to the panel member's data to NAAS, click the **Update** button.
2. To delete the panel member, click the **Delete** button.
3. To erase any changes made to the panel member's data during the current session, click the **Clear** button.

4.0 AWARDS

4.1 Award Administration Page

NAAS Award Administration is used to add, edit and delete individual awards. It consists of three sections:

- **Award Search** section, described in Section 4.1.1.
- **Award Definition** section, described in Section 4.1.2.
- **Award Detail** section, described in Section 4.1.3.

In addition, two button configurations will be displayed:

- **Adding New Award** button configuration, described in Section 4.1.4.
- **Editing Existing User** button configuration, described in Section 4.1.5.

1. From the **NAAS** home page, Figure 2-4, click the **Awards** link to display the **Award Administration** page, Figure 4-1.

→ **A W A R D S**

Title
z
1stKennedyTest
5thKennedyTest
2ndKennedyTest
New Group Award

Figure 4-1, Award Administration page (partial view)



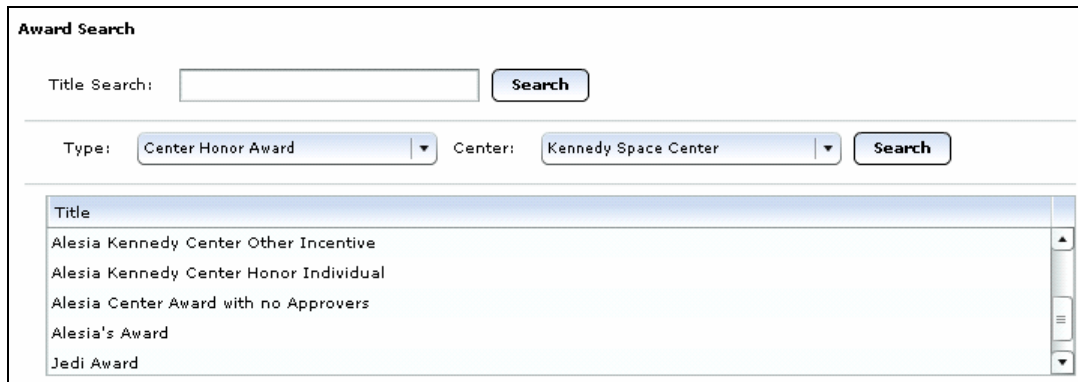
NOTE: Detailed field, button and link information can be found in Appendix B. User interfaces for using NAAS can be found in Section 2.2.

4.1.1 Award Administration Page – Award Search Section



TIP: If the award title is new and has yet to be entered, there will be no listing for that award title until the information has been entered in the **Award Administration** page – **Add/Edit Award Definition** section, Figure 4-3, plus the **Award Administration** page – **Add/Edit**

Award Detail section, Figure 4-4, and the **Add** button at the bottom of the page has been clicked.



Award Search

Title Search: **Search**

Type: Center: **Search**

Title

- Alesia Kennedy Center Other Incentive
- Alesia Kennedy Center Honor Individual
- Alesia Center Award with no Approvers
- Alesia's Award
- Jedi Award

Figure 4-2, Award Administration page – Award Search section

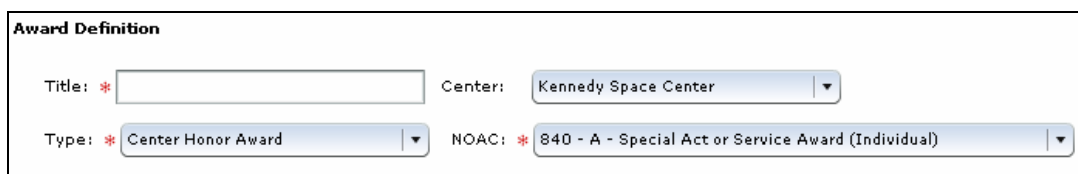


NOTE: Existing Award Titles are listed alphabetically in the **Title** field.

There are two ways to search for existing awards:

- By Title
 - By Type and Center
1. If an existing title is not displayed in the **Title** field, click in the **Title Search** field, enter the title name and click the **Search** button to display the title information.
 2. To display existing awards by award type and center, click the **Type** field down-arrow to display a drop-down menu of all award type categories. Click on the desired type to display those award titles only. Then click the **Center** field down-arrow to display a drop-down menu of all award types for that center. Click on the desired center to display those award titles only. Click the **Search** button to display the awards that match the search criteria.

4.1.2 Awards Administration Page - Add/Edit Award Definition Section



Award Definition

Title: * Center:

Type: * NOAC: *

Figure 4-3, Award Administration page – Award Definition section

1. If the award was not selected from the Award Search section, the award definition can be added
2. If the award has been selected from the Award Search section, the award definition can be edited.

4.1.3 Add/Edit Award Detail Section

Award Detail

Affiliation: *
Government

Approval Count: *

Description: *

Service Reqmt's:

Support Documents:

Additional Info:

☐ Competition ☐ Part Of Allocation Panel:

Active: ☒ Amount: *

Figure 4-4, Award Administration page – Award Detail section

1. If the award was not selected from the Award Search section, the award details fields can be added
2. If the award has been selected from the Award Search section, the award details fields can be edited.

4.1.4 Add Award Button Configuration



NOTE: The **Add Award** button configuration, Figure 4-5, is the default, when the Award Administration page, Figure 4-1, is opened. In this configuration, the **Update** button and **Delete** button are disabled. They are enabled when an existing user is selected from the **Award Administration** page – **Award Search** section, Figure 4-2, and described in Section 4.1.1.

Figure 4-5, Add Award button configuration

1. To add the award and the award data to NAAS, click the **Add** button.
2. To erase the entered information for an award, click the **Clear** button.

4.1.5 Edit Award Button Configuration



NOTE: The **Edit Award** button configuration, Figure 4-6, is enabled when an existing award is selected from the **Award Administration** page – **Award Search** section, Figure 4-2. In this configuration, the **Add** button is disabled.



Figure 4-6, Edit Award button configuration

1. To add any changes to the award's data to NAAS, click the **Update** button.
2. To delete the award, click the **Delete** button.
3. To erase any changes made to the award's data during the current session, click the **Clear** button.

5.0 CENTER ADMINISTRATION

Center Administration is used to add, edit and delete information about NASA centers. It consists of six pages:

- **Organization Administration** page, described in Section 5.1.
 - **Division Administration** page, described in Section 5.2.
 - **Center Budget Administration** page, described in Section 5.3.
 - **Organization Budget Administration** page, described in Section 5.4.
 - **Division Budget Administration** page, described in Section 5.5.
 - **Ledger** page, described in Section 5.6.
1. From the **NAAS** home page, Figure 2-4, click the **Center Admin** link to display the **Organization Administration** page, Figure 5-1.

→ **CENTER ADMIN**

Organization Admin
Center: Kennedy Space Center

Code	Organization
ITA	ITA
11	EE
Ate	Tea

Code: * Name: *
Active
☒ Active

Division Admin
Center Budget Admin
Organization Budget Admin
Division Budget Admin
Ledger

Figure 5-1, Organization Administration page



NOTE: Detailed field, button and link information can be found in Appendix B. User interfaces for using NAAS can be found in Section 2.2.

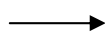


NOTE: All columns can be ordered in alphabetical order by clicking the title of the column. A subsequent click will order them in reverse order

5.1 Add/Edit Organization Page



NOTE: The **Organization Administration** page, Figure 5-1, is the default page when the Center Administration pages are first accessed from the **NAAS** home page, Figure 2-4. To access this page from one of the other **Center Administration** pages, click the **Organization Admin** tab at the top of the page.



Organization Admin



NOTE: Detailed field, button and link information can be found in Appendix B. User interfaces for using NAAS can be found in Section 2.2.

1. In the **Center** drop-down menu select the desired center.
2. System will list all existing organizations.
3. Click the desired organization to populate the fields on the **Organization** page, Figure 5-1
4. If an organization has been selected, the organization information fields can be edited.
5. If an organization was not selected, the organization information fields can be added.

5.1.1 Add Organization Button Configuration



NOTE: The **Add Organization** button configuration, Figure 5-2, is the default when the **Organization Administration** page, Figure 5-1, is opened. In this configuration, the **Update** button is disabled. It is enabled when center is selected.



Figure 5-2, Add Organization button configuration

1. To add the organization to NAAS, click the **Add** button.
2. To erase the entered information for an organization, click the **Clear** button.

5.1.2 Edit Organization Button Configuration


 **NOTE:** The **Edit Organization** button configuration, Figure 5-3, is enabled when a center is selected. In this configuration, the **Add** button is disabled.



Figure 5-3, Edit Organization button configuration

1. To make any changes to the organization's data, click the **Update** button.
2. To erase any changes made to the user's data during the current session, click the **Clear** button.

5.2 Add/Edit Division Administration Page

1. To display the **Division Administration** page, Figure 5-4, from one of the other **Center Administration** pages, click the **Division Admin** tab at the top or bottom of the page.

→ **Division Admin**

Organization Admin									
Division Admin									
Center: Kennedy Space Center	Organization: ITA								
<table border="1"> <thead> <tr> <th>Code</th> <th>Division</th> </tr> </thead> <tbody> <tr> <td>BA</td> <td>BA</td> </tr> <tr> <td>ff</td> <td>ff</td> </tr> <tr> <td>BEN1</td> <td>MEDICAL</td> </tr> </tbody> </table>	Code	Division	BA	BA	ff	ff	BEN1	MEDICAL	
Code	Division								
BA	BA								
ff	ff								
BEN1	MEDICAL								
Code: <input type="text"/>	Name: <input type="text"/>								
Active <input checked="" type="checkbox"/> Active									
<div> <div>Add</div> <div>Update</div> <div>Clear</div> </div>									
<div> <div>Center Budget Admin</div> <div>Organization Budget Admin</div> <div>Division Budget Admin</div> <div>Ledger</div> </div>									

Figure 5-4, Division Administration page

 **NOTE:** Detailed field, button and link information can be found in Appendix B. User interfaces for using NAAS can be found in Section 2.2.

2. In the **Center** drop-down menu select the desired center.

3. In the **Organization** drop-down menu select the desired organization.
4. System will list all existing divisions.
5. Click the desired division to populate the fields in the **Division** page, Figure 5-4
6. If a division has been selected, the division information fields can be edited.
7. If a division was not selected, the division information fields can be added.

5.2.1 Add Division Button Configuration


 **NOTE:** The **Add Division** button configuration, Figure 5-5, is the default when the **Division Administration** page, Figure 5-4, is opened. In this configuration, the **Update** button is disabled. It is enabled when center is selected.



Figure 5-5, Add Organization button configuration

1. To add the division to NAAS, click the **Add** button.
2. To erase the entered information for a division, click the **Clear** button.

5.2.2 Edit Division Button Configuration


 **NOTE:** The **Edit Division** button configuration, Figure 5-6, is enabled when a center is selected. In this configuration, the **Add** button is disabled.



Figure 5-6, Edit Division button configuration

1. To make any changes to the division's data, click the **Update** button.
2. To erase any changes made to the user's data during the current session, click the **Clear** button.

5.3 Center Budget Administration Page

1. To display the **Center Budget Administration** page, Figure 5-7, from one of the other **Center Administration** pages, click the **Center Budget Admin** tab at the top or bottom of the page.



Organization Admin	
Division Admin	
Center Budget Admin	
Center: Kennedy Space Center	Center WBS Code: * 456Code
Budget: * 400000	Balance: 2507
Action Description: *	<input type="button" value="Save"/>
Organization Budget Admin	
Division Budget Admin	
Ledger	

Figure 5-7, Center Budget Administration page



NOTE: Detailed field, button and link information can be found in Appendix B. User interfaces for using NAAS can be found in Section 2.2.

2. Add or edit the budget fields.
3. Click the **Save** button to record the information.

5.4 Organization Budget Administration Page

1. To display the **Organization Budget Administration** page, Figure 5-8, from one of the other **Center Administration** pages, click the **Organization Budget Admin** tab at the top or bottom of the page.

→ **Organization Budget Admin**

Organization Admin														
Division Admin														
Center Budget Admin														
Organization Budget Admin														
Center:	<input type="text" value="Kennedy Space Center"/>	Balance: 2507												
<table border="1"><thead><tr><th>Organization</th><th>Budget</th><th>Balance</th></tr></thead><tbody><tr><td>ITA</td><td>150</td><td>50</td></tr><tr><td>EE1</td><td>10</td><td>10</td></tr><tr><td>Tea</td><td>30000</td><td>30000</td></tr></tbody></table>	Organization	Budget	Balance	ITA	150	50	EE1	10	10	Tea	30000	30000		
Organization	Budget	Balance												
ITA	150	50												
EE1	10	10												
Tea	30000	30000												
Budget: *		<input type="text"/> <input type="button" value="Save"/>												
Division Budget Admin														
Ledger														

Figure 5-8, Organization Budget Administration page



NOTE: Detailed field, button and link information can be found in Appendix B. User interfaces for using NAAS can be found in Section 2.2.

2. Add or edit the budget fields.
3. Click the **Save** button to record the information.

5.5 Division Budget Administration Page

1. To display the **Division Budget Administration** page, Figure 5-9, from one of the other **Center Administration** pages, click the **Division Budget Admin** tab at the top or bottom of the page.

→ **Division Budget Admin**

Organization Admin		
Division Admin		
Center Budget Admin		
Organization Budget Admin		
Division Budget Admin		
Center: <input type="text" value="Kennedy Space Center"/> Organization: <input type="text"/> Balance:		
Division	Budget	Balance
Budget: *		<input type="text"/> <input type="button" value="Save"/>
Ledger		

Figure 5-9, Division Budget Administration page



NOTE: Detailed field, button and link information can be found in Appendix B. User interfaces for using NAAS can be found in Section 2.2.

2. Add or edit the budget fields.
3. Click the **Save** button to record the information.

5.6 Ledger Page

1. To display the **Ledger** page, Figure 5-10, from one of the other **Center Administration** pages, click the **Ledger** tab at the top or bottom of the page.

→ **Ledger**

Organization Admin
Division Admin
Center Budget Admin
Organization Budget Admin
Division Budget Admin
Ledger

Ledger

Center: Organization: Division:

Name	Monetary Value	Award Title	Date of Action	Action Taken
Spaceworker., Luke	\$50		03/10/2006	Budget Adjustment-Org
Spaceworker., Luke	\$50		03/14/2006	I am testing the functio
Spaceworker., Luke	\$10		03/30/2006	Budget Adjustment-Org
Spaceworker., Luke	\$90	5thKennedyTest	04/09/2006	Nomination

Figure 5-10, Division Administration page



NOTE: Detailed field, button and link information can be found in Appendix B. User interfaces for using NAAS can be found in Section 2.2.

2. Scroll through the list to view the information for the desired award. The list can be refined by selecting Center, Organization and/or Division from the drop-down menu.

6.0 NOMINATE


6.1 Nomination Page

1. From the **NAAS** home page, Figure 2-4, click the **Nominate** link to display the **Nomination Drafts** page, Figure 6-1.

[illegible]

Figure 6-1, Nomination Drafts page

 **NOTE:** Detailed field, button and link information can be found in Appendix B. User interfaces for using NAAS can be found in Section 2.2.

 **NOTE:** The names of those individuals that have a nomination draft already in the system are listed alphabetically by last name.

6.1.1 Add First New Nomination Button Configuration


 **NOTE:** If the **Nominations Drafts** page, Figure 6-1, does not have any draft nominations listed, or selected, the **Add First New Nomination** button configuration, Figure 6-2, will be displayed.



Figure 6-2, Add First New Nomination button configuration

1. Click the **Create** button to display the **Choose Award** page, Figure 6-4.

6.1.2 Add/Edit/Delete Existing Nomination Button Configuration



NOTE: If the **Nominations Drafts** page, Figure 6-1, does have draft nomination listed and one is selected, the **Add/Edit/Delete Existing Nomination** button configuration, Figure 6-3, will be displayed.



Figure 6-3, Add/Edit/Delete Existing Nomination button configuration


1. To add a new nomination, click the **Create** button to display the **Choose Award** page, Figure 6-4.
2. To edit the selected existing nomination, click the **Edit** button to display the **Choose Award** page, Figure 6-4.
3. To delete the selected existing nomination, click the **Delete** button.




NOTE: The deleted nomination will be removed from the **Nominations Draft** page, Figure 6-1.

6.2 Choose Award Page

1. From the **Nominations Draft** page, Figure 6-1, click the **Edit** or **Create** button to display the **Choose Award** page, Figure 6-4.

 **NOTE:** To display the **Choose Award** page, Figure 6-4, from one of the other **Award** sub-pages, click the **Choose Award** tab at the top of the page.

 **NOTE:** Even though the Nominate option has multiple sub-pages it is a single form with a single **Submit, Draft or Clear** action at the last sub-page, Figure 6-11, **Award Detail Information**

→ **Choose Award**

Please select center or agency to filter award types:

Centers: Agency: ☐

Choose Award

Award Type: *

Award Title: *

Affiliation: Contract

Monetary: amount description

Group: no

Organization Information

Org Code: Division: Remaining Balance:

Nominator Information

Name: * Email: * Rcmd HQ Reviewing Office(s): *

Add NASA Civil Servants

Add Non NASA Nominees

Routing and Approval

Award Detail Information

Figure 6-4, Choose Award page

 **NOTE:** Detailed field, button and link information can be found in Appendix B. User interfaces for using NAAS can be found in Section 2.2.

2. If **Edit** was selected from the **Drafts** section, all fields on all sub-pages are prepopulated. The values can be edited.
3. If **Create** was selected from the **Drafts** section, user will need to populate form

4. For Center Awards Officers and NAAS Administrator Recorders, next to the **Center** drop-down menu, there is an **Agency** check. In order to be able to select NASA awards in the **Award Type** drop-down menu, the user must check **Agency**.
5. User selects the desired **Award Type** from the drop-down menu.
6. The **Award Titles** associated with the **Award Type** are displayed in the **Award Title** drop-down menu.
7. User selects the **Award Title** and the information box below will populate with the information on how that specific award was created. This information is a guideline for the Nominating Official to be able to make proper selections in the rest of the form.
8. The **Organization Information** fields are populated with the information for the funding organization for monetary awards. For Honor Awards this information is not necessary.
9. The **Nominator Information** is populated with the contact information of the person who is making the request to submit an award nomination. The **Required HQ Receiving Office(s)** needs to be populated only for NASA Honor Awards.

6.2.1 Nominator Information Sub-Page

1. The **Nominator Information** sub-page is automatically displayed when the **Choose Award** sub-page is first opened on the **Create** action from the **Drafts** section.
2. To display the **Nominator Information** sub-page, Figure 6-5, from one of the other **Award** sub-pages, click the **Choose Award** tab at the top or bottom of the page.

→ **Nominator Information**

Nominator Information		
Name: *	<input type="text"/>	Email: * <input type="text"/> Rcmd HQ Reviewing Office(s): * <input type="text"/>
Add NASA Civil Servants		
Add Non NASA Nominees		
Routing and Approval		
Award Detail Information		

Figure 6-5, Nominator Information sub-page



NOTE: Detailed field, button and link information can be found in Appendix B. User interfaces for using NAAS can be found in Section 2.2.

3. Add or edit the nominator information as stated in Section 6.2.1.

6.2.2 NASA Civil Servants Sub-Page

1. To display the **NASA Civil Servants** sub-page, Figure 6-6, from one of the other **Award** sub-pages, click the **Add NASA Civil Servants** tab at the top or bottom of the page.

→ **Add NASA Civil Servants**

Nominator Information					
Add NASA Civil Servants					
UUPIC: *	<input type="text"/>	<input type="button" value="Search"/>			
Center: *	<input type="text" value="Ames Research Center"/>	Last Name: *	<input type="text"/>	First Name: *	<input type="text"/>
		<input type="button" value="Search"/>			
Nominee Search Results					
Last	First	Phone	Email		
Added NASA Civil Servant Nominees					
Last	First	Phone	Email	Time Off	Amount
Time Off (Hours):		<input type="text"/>	Monetary:	<input type="text"/>	Group Rep: <input type="checkbox"/>
Add Non NASA Nominees					
Routing and Approval					
Award Detail Information					

Figure 6-6, NASA Civil Servants sub-page



NOTE: Detailed field, button and link information can be found in Appendix B. User interfaces for using NAAS can be found in Section 2.2.

2. There are two searches available to locate the necessary nominee:
 - a. UUPIC – Enter the UUPIC and click on **Search**, the employee matching the UUPIC is displayed in the **Nominee Search Results**
 - b. Center and Name – Select the Center from the drop-down menu and enter last name and first name; the wild card % can be used for last name and first name, click on **Search**, the employees matching the search criteria are displayed in the **Nominee Search Results**
3. The user will locate the employee in the **Nominee Search Results** and perform a drag/drop operation from that grid to the **Added NASA Civil Servant Nominees** grid. Multiple names can be selected at the same time for drag/drop. Use the **CRTL** key to select one at a time or the **Shift** key to select a range.

4. In order to enter a monetary or time off award, and to select a group representative (for group awards) the user will then click on the row of the desired nominee. The row will highlight and the user will enter values for time off and/or monetary. The grid is automatically updated with those values.

6.2.3 Non NASA Nominees Sub-Page

1. To display the Non NASA Nominees sub-page, Figure 6-7, from one of the other **Award** sub-pages, click the **Add Non NASA Nominees** tab at the top or bottom of the page.

→ **Add Non NASA Nominees**

Nominator Information		
Add NASA Civil Servants		
Add Non NASA Nominees		
Added Non NASA Nominees		
Last	First	Employer
Last Name: * <input type="text"/> First Name: * <input type="text"/> Middle Initial: <input type="text"/>		
Employer: * <input type="text"/> Center: * <input type="text"/> Position: * <input type="text"/>		
Email: * <input type="text"/> Phone: * <input type="text"/> Group Rep: <input type="checkbox"/>		
<input type="button" value="Add"/> <input type="button" value="Update"/> <input type="button" value="Delete"/> <input type="button" value="Clear"/>		
Routing and Approval		
Award Detail Information		

Figure 6-7, Non NASA Nominees sub-page



NOTE: Detailed field, button and link information can be found in Appendix B. User interfaces for using NAAS can be found in Section 2.2.

2. If an Added Non NASA Nominee was selected, the fields would be pre-populated and the user can edit the values.
3. If an Added Non NASA Nominee was not selected, the fields would not be pre-populated and the user can add values.

6.2.3.1 Add Non NASA Nominee Button Configuration


 **NOTE:** The **Add Non NASA Nominee** button configuration, Figure 6-8, is the default when the **Add Non NASA Nominee** page, Figure 6-7, is opened. In this configuration, the **Update** and **Delete** buttons are disabled.



Figure 6-8, Add Non NASA Nominee button configuration

1. To add the information to NAAS, click the **Add** button.
2. To erase the entered information, click the **Clear** button.

6.2.3.2 Edit/Delete Non NASA Nominee Button Configuration


 **NOTE:** The **Edit/Delete Non NASA** button configuration, Figure 5-9, is enabled when non NASA Nominee information has been entered into the NAAS database. In this configuration, the **Add** button is disabled.



Figure 6-9, Edit/Delete Non NASA Nominee button configuration

1. To make any changes to the non NASA nominee's data, click the **Update** button.
2. To delete the non NASA nominee, click the **Delete** button.
3. To erase any changes made to the user's data during the current session, click the **Clear** button.

6.2.4 Award Reviewers and Approvers Sub-Page

1. To display the **Non NASA Nominees** sub-page, Figure 6-10, from one of the other **Award** sub-pages, click the **Add Non NASA Nominees** tab at the top or bottom of the page.

→ **Routing and Approval**

Nominator Information	
Add NASA Civil Servants	
Add Non NASA Nominees	
Routing and Approval	
Approvers/Reviewers <div>ALPHA, BETA</div> <div>APPROVAL, JAY</div> <div>Approver, Approver</div>	Added Approvers/Reviewers <div></div>
(1) required	
Add Optional Emails (comma separated) Email List: <input type="text"/>	
Award Detail Information	

Figure 6-10, Routing and Approval sub-page



NOTE: Detailed field, button and link information can be found in Appendix B. User interfaces for using NAAS can be found in Section 2.2.

2. A list of Reviewers/Approvers of the funding organization (selected in section 6.2) will be displayed in the left hand side under **Reviewers/Approvers**.
3. The red text below the **Added Reviewers/Approvers** box is the required number of names that must be added.



NOTE: To add approvers and reviewers, click the desired name for the **Approvers/Reviewers** field and drag it to the **Added Approvers/Reviewers** field. Release the mouse and name will be removed from the **Approvers/Reviewers** field and displayed in the **Added Approvers/Reviewers** field. Multiple names can be selected at the same time for drag/drop. Use ctrl key to select one at a time or shift key to select a range.

→ **Approvers/Reviewers** → **Added Approvers/Reviewers**

<div>APPROVAL, JAY</div> <div>Approver, Approver</div> <div>APPROVER, JOE</div>	<div>ALPHA, BETA</div>
	(1) required

6.3 Award Detail Information Sub-Page

1. To display the **Award Detail Information** sub-page, Figure 6-11, from one of the other **Award** sub-pages, click the **Award Detail Information** tab at the top or bottom of the page.

→ **Award Detail Information**

Nominator Information
Add NASA Civil Servants
Add Non NASA Nominees
Routing and Approval
Award Detail Information

Group Information
Group Name: <input type="text"/>

Other Detail
Citation: * <input type="text"/>
Justification: * <input type="text"/>
<input type="button" value="Clear"/>

Save Draft or Submit for Approval
<input type="button" value="Draft"/> <input type="button" value="Submit"/>

Figure 6-11, Award Detail Information sub-page



NOTE: Detailed field, button and link information can be found in Appendix B. User interfaces for using NAAS can be found in Section 2.2.

2. Add or edit the award detail information.



NOTE: Group Name is available only for group awards.

3. To save the nomination as a draft, click the **Draft** button.
4. To submit the nomination, click the **Submit** button.
5. To clear the contents of the all pages, click to **Clear** button.

7.0 STATUS

7.1 Status Page

The following users have a **Status** Page, and the functionality available in **Status** is dependant on the user's access role:

- Nominating Official
- Organization Awards Officer
- Center Awards Officer
- NSSC Awards Support/HQ Coordinator (The page for both roles is identical.)
- Panel Recorder
- IAB Recorder
- NASA Administrator Recorder

7.1.1 Nominating Official Status

1. From the **NAAS** home page, Figure 2-4, click the **Status** link to display the **Nominating Official Status** page, Figure 7-1.

→ **STATUS**

Status				
Organization	Nominee	Award Title	Amount	Action Req'd By

[Edit Nomination](#)

Rev/Approver	Inbox Date	Accept	Reject	Return

Figure 7-1, Nominating Official Status page

 **NOTE:** Detailed field, button and link information can be found in Appendix B. User interfaces for using NAAS can be found in Section 2.2.


 **NOTE:** Nominations will be listed alphabetically by the name in the **Action Req'd By** field.

- Click the desired nomination to select it.

 **NOTE:** The **Edit Nomination** button is enabled.

- To edit the nomination, click the **Edit Nomination** button to display the **Choose Award** page, Figure 6-4.

 **NOTE:** For detailed information on the nomination process and pages, refer to Section 6.0.

 **NOTE:** When the Center Awards Officer edits a nomination, the workflow starts from the beginning, i.e., the first reviewer receives the e-mail to accept or reject the nomination.

7.1.2 Organization Awards Officer Status

- From the **NAAS** home page, Figure 2-4, click the **Status** link to display the **Organization Awards Officer Status** page, Figure 7-2.

→ **STATUS**

Status				
Organization	Nominee	Award Title	Amount	Action Req'd By

Rev/Approver	Inbox Date	Accept	Reject	Return

Figure 7-2, Organization Awards Officer Status page

 **NOTE:** Detailed field, button and link information can be found in Appendix B. User interfaces for using NAAS can be found in Section 2.2.

 **NOTE:** Nominations will be listed alphabetically by the name in the **Action Req'd By** field.

- Click the desired nomination to select it and then click the **Accept**, **Reject**, or **Return** checkbox as appropriate.

7.1.3 Center Awards Officer Status

1. From the NAAS home page, Figure 2-4, click the **Status** link to display the Center Awards Officer Status page, Figure 7-3.

→ **STATUS**

Status

Please select a center for administration:

Centers: Kennedy Space Center ▼

Organization	Nominee	Award Title	Reject Count	Amount	Action Req'd By
SSA	SCOTT, SANDFORD	2ndKennedyTest	0	5000	ALPHA, BETA
SLB	HARRY, JONES	CENTERPERFORMANCE	1	2500	Center Awards Officer
PHJ00	ANDREW, SAMPSON	5thKennedyTest	1	20	Center Awards Officer

Edit Nomination View Nomination

Rev/Approver	Inbox Date	Accept	Reject	Return

Figure 7-3, Center Awards Officer Status page (partial view)



NOTE: Detailed field, button and link information can be found in Appendix B. User interfaces for using NAAS can be found in Section 2.2.

7.1.3.1 Center Awards Officer Status Page – Choose Center Section

Please select a center for administration:

Center: Kennedy Space Center ▼

Figure 7-4, Center Awards Officer Status page – Choose Center section

1. Click the down-arrow to right of the **Center** field to display a drop-down menu of NASA centers.
2. Click the user's center to select it.



NOTE: Only the Centers that the user is associated with will be displayed. If the user is associated only with one center, only one option is available.

7.1.3.2 Center Awards Officer Status Page - Edit/View Nomination Section

Organization	Nominee	Award Title	Reject Count	Amount	Action Req'd By
SSA	SCOTT, SANDFORD	2ndKennedyTest	0	5000	ALPHA, BETA
SLB	HARRY, JONES	CENTERPERFORMANC	1	2500	Center Awards Officer
PHJ00	ANDREW, SAMPSON	5thKennedyTest	1	20	Center Awards Officer

Figure 7-5, Center Awards Officer Status page – Edit/View Nomination section



NOTE: Nominations will be listed alphabetically by the name in the **Action Req'd By** field.

1. Click the desired nomination to highlight it.



NOTE: The **Edit Nomination** and **View Nominations** buttons are enabled.

2. To edit the nomination, click the **Edit Nomination** button to display the **Choose Award** page, Figure 6-4.



NOTE: For detailed information on the nomination process and pages, refer to Section 6.0.



NOTE: When the Center Awards Officer edits a nomination, the workflow starts from the beginning, i.e., the first reviewer receives the e-mail to accept or reject the nomination.

3. To view details and the status of the workflow for the nomination, click the **View Nomination** button to display it in the **Center Awards Officer Status page - View Nomination** section, Figure 7-6.

Rev/Approver	Inbox Date	Accept	Reject	Return
ALPHA, BETA	Fri Apr 28 15:15:00 GMT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Figure 7-6, Center Awards Officer Status page – View Nomination section

4. Click the **Accept** checkbox, **Reject** checkbox or **Return** checkbox as desired.

7.1.3.3 Center Awards Officer Status Page – Override Section

Edit Step
 Comment: *

☐ Reject
 ☒ Accept

Figure 7-7, Center Awards Officer Status page – Override section



NOTE: This section is only used when the Center Awards Officer needs to overwrite a decision made by a reviewer/approver, or if it is necessary to skip the pre-set reviewers/approvers.

1. Click in the **Comment** field and enter a reason for the override.
2. Click the **Reject** option button or the **Accept** option button



NOTE: The **Save** button will be enabled.


3. Click in the **Save** button to save the data.
4. The **View Nomination** section will update with the new value.

7.1.3.4 Center Awards Officer Status Page – Finalize Section

Items to Finalize					
Organization	Nominee	Award Title	Reject Count	Amount	Action Req'd By

Finalize

Reject comment: *

Effective Date: * 05/12/2006 

Finalize **Reject**

Figure 7-8, Center Awards Officer Status page – Finalize section



NOTE: Items are listed alphabetically by the name in the **Action Req'd By** field.

1. From the **Center Awards Officer Status** page - **Edit/View Nomination** section, Figure 7-7, click and drag nomination that needs to be finalized and drop it in the **Items to Finalize** list field.



NOTE: Multiple nominations can be selected at the same time for drag/drop. When the mouse is clicked, use the **CTRL** key to select one at a time or the **Shift** key to select a range.

2. Click the desired nomination to select it.



NOTE: The **Finalize** button and **Reject** button will be enabled.

3. If the nomination is receiving final approval, click the **Finalize** button.

- If the nomination is to be rejected (it was set as reject by a reviewer/approver or the Center Awards Officer), click in the **Reject Comment** field and enter the remarks. Click the **Reject** button to finish.



NOTE: Multiple nominations can be selected at the same time to either reject or accept. For rejects the same comment will apply to all selected. After clicking the mouse, use **CTRL** key to select one at a time or the **SHIFT** key to select a range.



NOTE: When a Center Award nomination is finalized, it is no longer available in the **Center Awards Officer Status** page, Figure 7-3. When an Agency nomination is finalized it is sent to the NSSC Awards Support.

7.1.4 NSSC Awards Support/HQ Coordinator Status

- From the NAAS home page, Figure 2-4, click the **Status** link to display the **NSSC Awards Support Status/HQ Coordinator** page, Figure 7-9.



Status

Award Type: NASA Honor Awards Award: Select an award

Center	Organization	Nominee	Send To

< >

Awards To Take Action On

Center	Organization	Nominee	Send To

Figure 7-9, NSSC Awards Support/HQ Coordinator Status page (partial view)



NOTE: Detailed field, button and link information can be found in Appendix B. User interfaces for using NAAS can be found in Section 2.2.

7.1.4.1 NSSC Awards Support/HQ Coordinator Status Page – Choose Type/Award Section

Award Type:	NASA Honor Awards	Award:	Select an award
-------------	-------------------	--------	-----------------

Figure 7-10, NSSC Awards Support/HQ Coordinator Status page – Choose Award Type/Award section

1. Click the down-arrow to the right of the **Award Type** field to display a drop-down menu of award types.
2. Click the award type to select it.
3. Click the down-arrow to right of the **Award** field to display a drop-down box of awards.
4. Click the award to select it and display all nominations for that award.



NOTE: Only the Centers that the user is associated with will be displayed. If the user is associated only with one center, only one option is available.

7.1.4.2 NSSC Awards Support/HQ Coordinator Status Page - Edit/View Nomination Section

Center	Organization	Nominee	Send To
SHARED SERVICES		THE NSSC STREAMLINERS	Finalize

Figure 7-11, NSSC Awards Support/HQ Coordinator Status page – Edit View Nomination section

1. Click the desired award to select it.

7.1.4.3 NSSC Awards Support/HQ Coordinator Status Page – Override Section

Awards To Take Action On			
Center	Organization	Nominee	Send To

Return Comment: *


Effective Date: * 05/31/2006 

Figure 7-12, NSSC Awards Support/HQ Coordinator Status page – Take Action section

1. From the **NSSC Awards Support/HQ Coordinator Status** page - **Edit/View Nomination** section, Figure 7-11, click the desired nomination to select it and drag it to the **Take Action** section.



NOTE: Multiple nominations can be selected at the same time for drag/drop. When the mouse is clicked, use the **CTRL** key to select one at a time or the **Shift** key to select a range.

2. Click the desired nomination to select it.



NOTE: The **Send** button and **Return** button are enabled.

3. To forward the nomination to the next reviewer, click the **Send** button.
4. If the nomination is going to be returned to the previous reviewer or nominator, click in the **Return Comment** field and enter an explanation for the rejection. Then click the **Return** button.

7.1.5 Panel Recorder Status

1. From the **NAAS** home page, Figure 2-4, click the **Status** link to display the **Panel Recorder Status** page, Figure 7-13.



Figure 7-13, Panel Recorder Status page



NOTE: Detailed field, button and link information can be found in Appendix B. User interfaces for using NAAS can be found in Section 2.2.

2. Click the down-arrow to right of the **Award** field to display a drop-down menu of awards.
3. Click the award to select it and display all nominations for that award in the **Edit/View Award** section.



NOTE: Only the Centers that the user is associated with will be displayed. If the user is associated only with one center, only one option is available.

4. From the **Edit/View Award** section, click the desired nomination to select it and drag it to the **Take Action** section.



NOTE: Multiple nominations can be selected at the same time for drag/drop. When the mouse is clicked, use the **CTRL** key to select one at a time or the **Shift** key to select a range.

5. Click the desired nomination to select it.



NOTE: The **Return** button and **Send** button are also enabled.

6. To forward the nomination to the next reviewer, click the **Send** button.

7. If the nomination is going to be returned to the previous reviewer or nominator, click in the **Return Comment** field and enter an explanation for the rejection. Then click the **Return** button.

7.1.6 IAB Recorder Status

1. From the NAAS home page, Figure 2-4, click the **Status** link to display the **IAB Recorder Status** page, Figure 7-14.

→ **STATUS**

Status

Award: Center:

Center	Organization	Nominee

Awards to take action on

Center	Organization	Nominee

Reject comment: *

Figure 7-14, IAB Recorder Status page



NOTE: Detailed field, button and link information can be found in Appendix B. User interfaces for using NAAS can be found in Section 2.2.

2. Click the down-arrow to right of the **Award Type** field and the **Award** field to display a drop-down menu of awards.
3. Click the award to select it and display all nominations for that award in the **View/Edit Award** section.



NOTE: Only the Centers that the user is associated with will be displayed. If the user is associated only with one center, only one option is available.

- From the **Edit/View Award** section, click the desired nomination to select it and drag it to the **Take Action** section.



NOTE: Multiple nominations can be selected at the same time for drag/drop. When the mouse is clicked, use the **CTRL** key to select one at a time or the **Shift** key to select a range.

- Click the desired nomination to select it.



NOTE: The **Return** button and **Send** button are enabled.

- To forward the nomination to the next reviewer, click the **Send** button.
- If the nomination is going to be returned to the previous reviewer or nominator, click in the **Return Comment** field and enter an explanation for the rejection. Then click the **Return** button.

7.1.7 NASA Administrator Recorder Status

- From the NAAS home page, Figure 2-4, click the **Status** link to display the **NASA Administrator Recorder Status** page, Figure 7-15.

→ **STATUS**

Status

Award:

Center	Organization	Nominee	Action Req'd By

Awards to take action on

Center	Organization	Nominee

Reject comment: *

Figure 7-15, NASA Administrator Recorder Status page



NOTE: Detailed field, button and link information can be found in Appendix B. User interfaces for using NAAS can be found in Section 2.2.

2. Click the down-arrow to right of the **Award** field to display a drop-down menu of awards.
3. Click the award to select it and display all nominations for that award in the **Edit/View Nomination** section.



NOTE: Only the Centers that the user is associated with will be displayed. If the user is associated only with one center, only one option is available.

4. From the **Edit/View Nomination** section, click the desired nomination to select it and drag it to the **Take Action** section.



NOTE: Multiple nominations can be selected at the same time for drag/drop. When the mouse is clicked, use the **CTRL** key to select one at a time or the **Shift** key to select a range.

5. Click the desired nomination to select it.




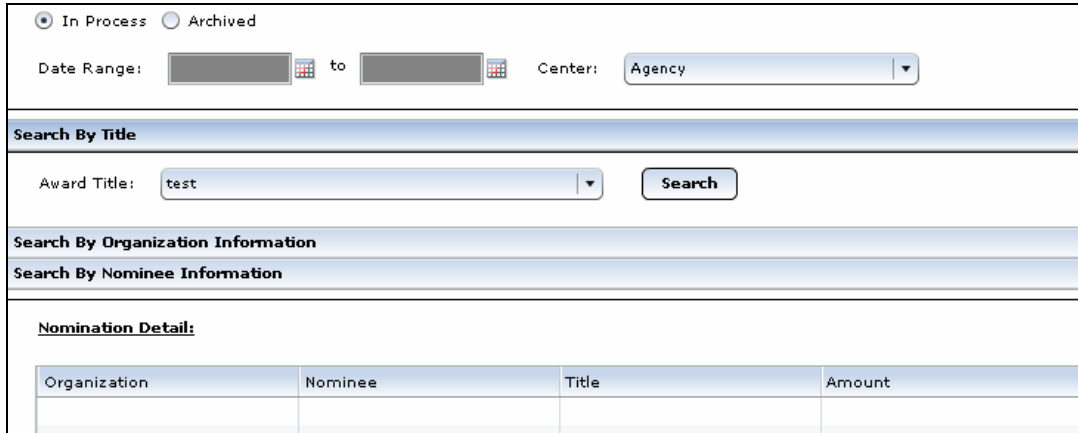
NOTE: The **Return** button and **Send** button are also enabled.

6. To forward the nomination to the next reviewer, click the **Send** button.
7. If the nomination is going to be returned to the previous reviewer or nominator, click in the **Return Comment** field and enter an explanation for the rejection. Then click the **Return** button

8.0 QUERY

8.1 Query Page

1. From the NAAS home page, Figure 2-4, click the **Query** link to display the **Query** page, Figure 8-1.

Organization	Nominee	Title	Amount

Figure 8-1, Query page (partial view)

2. Select the nomination status.
3. For a status of Archived, optionally select a date range
4. Select a Center



NOTE: Detailed field, button and link information can be found in Appendix B. User interfaces for using NAAS can be found in Section 2.2.



NOTE: These are global fields that will be applicable to all search sub-pages listed below

8.2 Search By Title Sub-Page

1. To display the **Search by Title** sub-page, Figure 8-2, from one of the other **Query** sub-pages, click the **Search by Title** tab at the top of the page.

→ **Search By Title**

Search By Title	
Award Title:	<input type="text" value="test"/> <input type="button" value="Search"/>
Search By Organization Information	
Search By Nominee Information	

Figure 8-2, Search By Title sub-page



NOTE: Detailed field, button and link information can be found in Appendix B. User interfaces for using NAAS can be found in Section 2.2.

2. Click the **Award Title** field down-arrow and click the desired award to select it.
3. Click the **Search** button.
4. The search results sub page will be populated with the results matching the query.

8.3 Search By Organization Information Sub-Page

1. To display the **Search by Organization Information** sub-page, Figure 8-3, from one of the other **Query** sub-pages, click the **Search by Organization Information** tab at the top or bottom of the page.

→ **Search By Organization Information**

Search By Title	
Search By Organization Information	
Organizations:	<input type="text" value="A center must be selected"/> <input type="button" value="Search"/>
<input checked="" type="radio"/> Time Off <input type="radio"/> Honorary <input type="radio"/> Monetary	
Search By Nominee Information	

Figure 8-3, Search By Organization Information sub-page



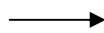
NOTE: Detailed field, button and link information can be found in Appendix B. User interfaces for using NAAS can be found in Section 2.2.

2. Click the **Organizations** field down-arrow and click the desired award to select it.
3. Click the option button for the award type and the **Search** button.

4. The search results sub page will be populated with the results matching the query.

8.4 Search By Nominee Information Sub-Page

1. To display the **Search by Nominee Information** sub-page, Figure 8-4, from one of the other **Query** sub-pages, click the **Search by Nominee** tab at the top or bottom of the page.



Search By Nominee Information

Search By Nominee Information

☒ Time Off ☐ Honorary ☐ Monetary

Last: , First:

Figure 8-4, Search By Nominee Information sub-page



NOTE: Detailed field, button and link information can be found in Appendix B. User interfaces for using NAAS can be found in Section 2.2.

2. Click the option button for the award type
3. Enter the last name and optionally the first name and click the **Search** button.
4. The search results sub page will be populated with the results matching the query.

8.5 Search Results Sub-Page



NOTE: When the **Search** button is clicked on any of the search sub-pages, the results table is populated.

Nomination Detail:

Organization	Nominee	Title	Amount

Display Names

Nominee Detail:

Nominee	Monetary Amount	Time-Off Amount	Employing Organization

Figure 8-5, Search Results sub-page



NOTE: Detailed field, button and link information can be found in Appendix B. User interfaces for using NAAS can be found in Section 2.2.

1. The search results are displayed in the **Nomination Detail** table.
2. Click on a nomination
3. The **Nominee Detail** table displayed additional details of the award nomination, including all team members for a group award
4. Click the **Display Names** button and a **Display Names** browser window (Figure 8-6) is opened with a list all the nominees for that award nomination

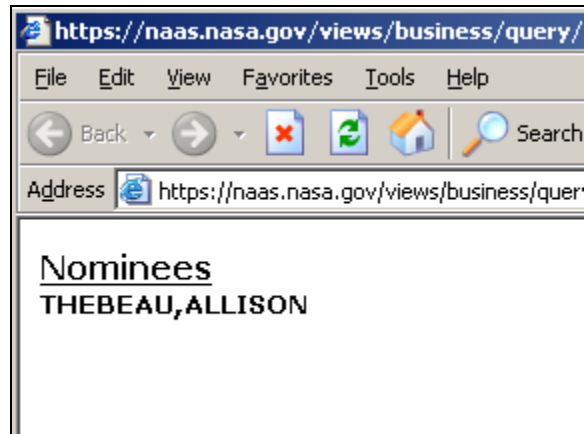


Figure 8-6, Display Names browser window

APPENDIX A—ACRONYMS AND ABBREVIATIONS

AWD2	Awards Web Database Version Two
EEOM	Equal Employment Opportunity Medal
EAAM	Exceptional Administrative Achievement Medal
EEAM	Exceptional Engineering Achievement Medal
ESAM	Exceptional Scientific Achievement Medal
ETAM	Exceptional Technology Achievement Medal
IAB	Incentive Awards Board
KSC	Kennedy Space Center
JBOSC	Joint Base Operations and Support Contract
MPM	Microframe Program Manager
MS	Microsoft
NAAS	NASA Automated Awards System
NASA	National Aeronautics and Space Administration
NOAC	Nature of Action Code
NSSC	NASA Shared Services Center
OLM	Outstanding Leadership Medal
SGS	Space Gateway Support
SSFC	Stennis Space Flight Center
URL	Universal Resource Locator
UUPIC	Uniform Universal Person Identification Code
WBS	Work Breakdown Structure

APPENDIX B—DEFINITIONS

Text Fields

Action Description – A text field for entering or displaying action comments for award processing.

Additional Info – A text field for entering and displaying additional comments about an award.

Affiliation – A text field for displaying or entering the affiliation.

Amount – A text field for entering and displaying an award amount.

Balance – A text field for displaying the remaining dollar amount budgeted for an award.

Budget – A text field for entering and displaying a budget amount.

Center WBS Code – A text field for entering and displaying a Work Breakdown Structure (WBS) code.

Citation – A text field for entering and displaying an award citation.

Code – A text field for entering an award or organizational code.

Description – A text field for entering and displaying an award description.

Division – A text field for entering and displaying a division.

Email – A text field for entering and displaying an email address.

Email List – A text field for entering or displaying group email lists.

Employer – A text field for entering or displaying a contract employee's employer.

First – A text field for entering or displaying a first name.

First Name – A text field for entering or displaying a first name.

Group – A text field for entering or displaying a group name.

Group Name – A text field for entering or displaying a group name.

Justification – A text field for entering or displaying an award justification.

Last – A text field for entering or displaying a last name.

Last Name – A text field for entering or displaying a last name.

Middle Initial – A text field for entering or displaying a middle initial.

Monetary – A text field for entering or displaying the monetary amount.

Name – A text field for entering an organizational or individual name

Panel – A text field for entering or displaying a panel.

Password – A text field for entering a password.

Phone – A text field for entering or displaying a phone number.

Position – A text field for entering or displaying a contract employee's position.

Reject Comment – A text field for entering or displaying award rejection comments.

Remd HQ Reviewing Officer(s) – A text field for entering an office at headquarters that must review the nomination.

Remaining Balance – A text field for entering or displaying remaining balances.

Service Reqmt's – A text field used for entering or displaying the service requirements for an award.

Support Documents – A text field used to enter or display document titles and numbers related to an award.

Time Off (Hours) – A text field for entering and displaying the time off for an award.

Title Search - A text field used to search for an award title.

Type – A text field used to search for an award type or classification.

Username (User) – A text field for entering or displaying

UUPIC – A text field for entering or displaying

Drop-Down/Scroll Menus

Action Taken – A scroll menu displaying the entered action comments.

Action Req'd By – A scroll menu displaying organizations that need to review a nomination.

Added Approvers/Reviewers – A scroll menu displaying approvers and reviewers selected from the Approvers/Reviewers scroll menu.

Affiliation – A scroll menu displaying the employee affiliation such as contract or government.

Amount – A scroll menu displaying the amount for an award.

Approval – A drop-down menu displaying the number of approvals obtained for an award.

Approvers/Reviewers – A scroll menu displaying approvers and reviewers to be selected.

Award Title – A drop-down menu displaying award titles.

Award Type – A drop-down menu displaying award types.

Balance – A scroll menu displaying the remaining balances for an award's budget.

Budget – A scroll menu displaying the entered budgets.

Center – A drop-down menu displaying NASA centers.

Code – A scroll menu displaying the entered award codes.

Date of Action – A scroll menu displaying the date of action.

Division – A scroll menu displaying the division codes

Email – A scroll menu displaying the email address.

Employer – A scroll menu displaying a contract employee's employer.

Employing Organization – A scroll menu displaying a contract employee's employer.

Group Name – A scroll menu displaying entered group names.

Inbox Dates – A scroll menu displaying email inbox dates.

Login Centers – A drop-down menu displaying the NASA center that an individual signs on to NAAS from.

Monetary Award – A scroll menu displaying an award's monetary value.

Monetary Value – A scroll menu displaying an award's monetary value.

Name – A scroll menu displaying nominee's names.

NOAC – A drop-down menu displaying the Nature of Action Code (NOAC)

Nominee – A drop-down menu displaying the names of award nominees.

Organization – A scroll menu displaying the entered organization codes.

Org Code – A drop-down menu displaying organization codes.

Panel Name – A scroll menu displaying the panel names.

Panel – A scroll menu displaying the panel names.

Panels – A scroll menu displaying the panel names.

Phone Number – A scroll menu displaying phone numbers

Recorder – A scroll menu displaying recorders

Reject Count – A scroll menu displaying the number of times a nomination has been rejected.

Rev/Approver – A scroll menu displaying reviewers and approvers.

Roles – A scroll menu displaying roles.

Time Off – A scroll menu displaying the time off for an award.

Time Off Amount – A scroll menu displaying the time off for an award.

Title – A scroll menu displaying award titles.

Type – A scroll menu displaying award types.

Links/Tabs

Add NASA Civil Servant – A tab that displays the NASA Civil Servant sub-page

Approver Admin – A tab that displays the Approver Administration page.

Award Reviewers and Approvers – A tab that displays the Award Reviewers and Approvers sub-page.

Awards - A link that opens the Award Administration page.

Center Admin – A link that displays the Organization Administration page.

Center Budget Admin – A tab that displays the Center Budget Administration page.

Division Budget Admin – A tab that displays the Division Budget Administration page.

Ledger – A tab that displays the Ledger page.

Logout – A link the ends the current NAAS session.

Nominate – A link that displays the Nomination page

Nominator Information – A tab that displays the Nominator Information sub-page.

Non NASA Nominees – A tab that displays the Non NASA Nominees sub-page.

Organization – A tab that displays the Organization page.

Organization Budget Administration – A tab that displays the Organization Budget Administration page.

Query – A link that displays the Query page.

Status – A link that displays the Status page

User Admin - A link that opens the User Administration page.

User Administration – A tab that displays the User Administration page.

Buttons

Add – A button that displays an Add Information page.

Clear – A button that deletes entered or changed information before it is saved.

Create – A button that displays a Create New Records page.

Delete – A button that deletes the selected record from the database.

Draft – A button that saves a nomination as a draft.

Edit Nomination – A button that allows an existing nomination to be edited.

Finalize – A button that finalizes a nomination

Login – A button that activates the login process after the user ID and password have been entered.

Print Nominee – A button that prints a nominee's information.

Reject – A button that marks a nomination as rejected

Search – A button that will conduct a search based on entered parameters.

Submit – A button that submits a nomination for review.

Update – A button that saves edited or altered information in the database.

View Nomination – A button that displays a selected nomination.

Checkbox/Option Buttons

Accept – A checkbox that indicates that an award has been accepted when checked.

Active – A checkbox that indicates that an award or nomination is active when checked.

Approve Award – An option button the approves the award nomination

Archived – An option button that indicates that an award has been archived.

Competition – A checkbox that indicates that more than one nominee will compete for an award when checked.

Group Rep – A checkbox indicating that an award representative is for a group.

Honorary – An option button that indicates an honorary award when checked.

In Process – An option button indicating that an award is in process when clicked.

Not Approve Award – An option button that rejects an award nomination.

Out of Allocation – A checkbox that indicates an award monetary payment will come for the allocated fund when checked.

Monetary – An option button that indicates a monetary award when checked.

Reject – A checkbox that indicates that an award has been rejected when checked.

Request Change – An option button that requests a change in an award nomination.

Return – A checkbox that indicates that an award has been returned when checked.

Time Off – An option button that indicates a time off award when checked.

APPENDIX C—USE CASES/OPERATIONA SCENARIO/WORKFLOW EXAMPLES

This appendix displays a set of business and operational use cases.

Other than the Login/Logout Use Cases, all other Use Cases assume that the user is logged in and they have the privileges to select the options described. For the Login/Logout Use Case, it is assumed that the user has the appropriate URL address to access the login screen for NAAS. This is provided via e-mail, instant message, text message, note, verbal, set-up in Favorites, or any other means that it can be communicated.

The following use cases will be detailed in this appendix:

Login/Logout

User Administration

Organization Administration

Award Administration

Budget Administration

Panel Administration

Nominate

Status

Query

The Description sections for each Use Case contain detailed design information for the fields used in the forms. This information should be used as guidelines only and are intended to meet the nature of the requirement. The data model will take precedence over any data related issues presented in this document. Also, the figures are for reference only and do not represent the final design of the forms.

Login/Logout Use Cases

Description

The Login/Logout Use Cases deals with the login process as well as all the options the user has to exit the application.

After a period of server inactive time (approximately 18 minutes before warning and 19 minutes before logout), the system issues a warning that the application is going to close. The user can select to continue to work or logout.

For the initial release, NAAS will utilize the WebTADS remote login service to perform user authentication. The following are the center codes required for WebTADS integration for user authorization.

The table below contains the Center ID and the corresponding Personnel Office Identifier code:

CENTER/AGENCY CODE	CENTER ID	POI	InstallCALC
Headquarters/NN10	1000	1881	10
Ames Research Center/NN21	2100	1918	21
Glenn Research Center/NN22	2200	1910	22
Langley Research Center/NN23	2300	1946	23
Dryden Flight Research Center/NN24	2400	1947	24
Goddard Space Flight Center/NN51	5100	1880	51
Marshall Space Flight Center/NN62	6200	1902	62
Stennis Space Center/NN64	6400	4276	64
Johnson Space Center/NN72	7200	1915	72
Kennedy Space Center/NN76	7600	3000	76
Shared Services	1600	1882	65
Office of the Inspector General			11

Shared Service (NSSC) and Office of the Inspector General assume the HQ Center ID (10) for awards submission to FPPS. All other roles at the Agency level use the HQ Center ID (10). The Office of Inspector General log in using HQ's WebTADS (10).

Scenarios

Login

1. User enters invalid WebTADS username and password in the login screen.
2. The system issues an error indicating the nature of the failure.
3. The system returns to the login screen.
4. User enters valid WebTADS username and password but invalid NAAS values.
5. The system issues an error indicating the nature of the failure.

6. The system returns to the login screen.
7. User enters a valid username and password.
8. If the user has multiple roles, the system will display a new drop-down menu for the user to select the role that they want to log in as; this will determine the functionality available in the application as well as the presentation of the Status option. User selects role and clicks OK.
9. NAAS application is presented.
10. The main menu bar provides all the options the user has access to depending on their role in the system.

Logout through Exit

1. User enters a valid username and password.
2. NAAS application is presented.
3. User selects Logout from main menu bar.
4. When the user logs out, the Login screen is presented.

Logout through Browser Exit

1. User enters a valid user name and password.
2. NAAS application is presented.
3. User closes the browser.
4. Unsaved data is lost.

Logout through Timeout

1. User enters a valid username and password.
2. NAAS application is presented.
3. Server is inactive for approximately 18 minutes.
4. System advises user that in 1 minute they would be redirected to Login screen.
5. User selects OK.
6. User is not logged out.
7. Server is inactive for approximately 18 minutes.

8. System advises user that in 1 minute they would be redirected to Login screen.
9. User remains inactive.
10. In approximately 1 minute, user is redirected to login screen.

Organization Administration Use Cases

Description

A grid displays the existing Organizations and Divisions. The user can select an existing organization and edit it (by adding new Divisions). The user can also create new Organizations.

Scenarios

Create Organizations

1. User selects Org Admin option.
2. A grid with existing organizations is displayed containing organization and org code.
3. The fields are displayed to enter the organization name and code (mandatory field).
4. The Active button is automatically selected.
5. User enters values and selects to add the organization.
6. The Organization is displayed in the grid.

Create Divisions

1. User select Org Admin option.
2. A grid with existing organizations is displayed containing organizations and org codes.
3. The user selects the Division section and selects an organization from the drop-down menu.
4. The system displays a grid with the Divisions for the selected Organization.
5. Fields are displayed to enter the Division and Division Code (mandatory field).
6. The Active button is automatically selected.
7. User enters values and selection to add the Division.
8. Division is displayed in the grid.

Edit Organization or Division

1. User selects the Org Admin option.
2. The user selects the Organization or Division page.
3. The user selects an existing organization or division.
4. The fields are populated with the values of the organization or division selected.
5. User selects to update the record.
6. The grid is replaced with the new values.

Deactivate Organization or Division

1. The user selects Org Admin.
2. The user selects the Organization or Division page.
3. The user selects an organization or a division.
4. User clicks the Active button on the selected organization or division (Active is no longer checked).
5. User selects to update the record.
6. The organization or division is now inactive and will not be displayed in any downstream screen requiring organization or division.

Budget Administration Use Cases

Description

The budget form provides the opportunity to set up an initial budget for the Center, and each Organization. The budget form also provides for editing budget amounts and move funds between organizations and/or divisions.

There is a single Center budget that gets divided among all the Organizations. The Center Awards Officer sets up the budget for the Center and their Organizations. The Center is determined based on the user login.

For the Center Awards Officer, the form will provide the fields to enter the Center's WBS Code and Budget. The Remaining Balance is calculated based on the amount being allocated to each Organization defined. It will also present a list of all existing Organizations and the fields to enter new Organizations.

The Organization Awards Officer sets up the budget for the Divisions. The Organization is determined based on the user login. The Organization Awards Officer's form looks similar to the Center Awards' Officer Budget form, but it provides only the information for their organization and the ability to provide budgets to Divisions. If there is no Organization Awards Officer, then the Center Awards Officer performs this task.

As organizations/divisions are added and a budget is allocated to them, the remaining balance for the center is subtracted by the budget amount of the organization/division.

As monetary awards are given for an organization/division, the remaining balance for that organization/division is subtracted from the current remaining balance. Budgets are not over allocated.

A transaction ledger for budgets is built as users add and subtract funds from the budget. When funds are reallocated at the center level, the user would enter a comment to justify the move of the funds.

For specifics details on the Budget Form, please refer to Appendix B.

At the end of the fiscal year (September 30th), all budget related information is cleared.

Scenarios

Budget Award – Enter Center Amount

1. The Awards Officer selects the Center Budget option.
2. The system displays the budget screen.
3. User populates fields.
4. The system updates the remaining balance amount to match the budget entered.
5. User selects to save and the budget is saved.
6. If a mandatory field is not populated, the system will issue an error such as “field name” is required.
7. If there are no errors, or errors are corrected, system saves the values entered.

Budget Award – Edit Center Amount

1. The Awards Officer selects the Center Budget option.
2. The system displays the budget screen.
3. The remaining balance of the budget is displayed in the “Balance” field.
4. User modifies values on any editable field (Balance is not editable).
5. User selects to save and the budget is saved.
6. The balance is adjusted based on any new budget amount entered.
7. The system will not allow a decrease in the budget beyond what is left on the balance (if the balance shows an amount of \$300, the budget cannot be edited that would make the balance go below \$300).

Budget Award – Enter Organization/Division Amount

1. The Awards Officer selects Organization or Division Budget options.
2. The system displays the budget screen.
3. The remaining balance of the budget is displayed in the "Balance" field.
4. User selects an Organization/Division from the grid.
5. User populates new Budget Amount. The system will not allow the user to add a budget amount that would be greater than the current balance.
6. User selects to save and the budget is saved. Values are displayed in the grid.
7. If a mandatory field is not populated, the system will issue an error: "field name" is required.
8. If there are no errors, or errors are corrected, system saves the values entered.

Budget Award – Edit Organization/Division Funds

1. The Award Officer selects the Organization/Division Budget option.
2. The system displays the budget screen.
3. The remaining balance of the budget is displayed in the "Balance" field.
4. User selects Organization/Division from the grid.
5. User enters a new amount in the budget field.
6. The system updates the remaining balance amount to match the budget entered minus any amount that had been allocated for organizations. The system will not allow the budget values to exceed the remaining amount; an error message will be issued.
7. If a mandatory field is not populated, the system will issue an error: "field name" is required.
8. If there are no errors, or errors are corrected, system saves the values entered. When dollar amounts are "deducted" (value entered is less than existing value) through an edit, the amount reverts back to the higher level. For Organizations, the amount reverts back to the Center; for Divisions, the amount reverts back to the Organization.

User Administration Use Cases**Description**

The users, systems roles and responsibilities are defined in the User Profiles section, as well as the data level access.

Scenarios

Search User

1. The user selects the User Admin option from the main menu bar.
2. The user can search for existing NAAS users by selecting a Center and entering last name and optionally first name.
3. The grid is populated with the search results.
4. User selects a name from the grid and the form is populated with the information.
5. The user can select to update, delete or clear.

Create User

1. The user selects the User Admin option from the main menu bar.
2. User completes the User Form as necessary (they may select to search for users, select one from the search result and pre-populate the form, or they may enter a user from scratch).
3. User selects to add the user.
 - a. If the user already existed (existing username field), the system issues an error.
4. The new user is created.

Edit User

1. The user selects the User Admin option from the main menu bar.
2. User searches for the existing user.
3. Users matching the search criteria are listed in the grid.
4. User selects an existing user.
5. User makes any changes applicable.
6. User selects to update the information.
7. The existing user is saved.

Inactivate User

1. The user selects the User Admin option from the main menu bar.

2. User searches for the existing user
3. Existing Users matching the search criteria are displayed in the grid.
4. User selects an existing user.
5. User unselects the Active selection box.
6. The existing user is now inactive and no longer has access to the system.

Delete User

1. The user selects the User Admin option from the main menu bar.
2. User searches for the existing user.
3. Existing Users matching the search criteria are displayed in the grid.
4. User selects an existing user.
5. User deletes entry.
 - a. If a user created a nomination in the system, and that nomination is active, the system will issue an error and will not allow the deletion.
6. The existing user is deleted.

Panel Administration Use Casea

Description

This use case describes the process of creating a Panel and Adding Members to the Panel.

This interface is used to create any type of group that is required to review awards, including Expert Panels and IAB Panels, both members and recorders will be identified.

Scenarios

Create Panel and Add Members

1. User selects Panel Admin option.
2. Panel form is displayed including a grid with existing Panels (boards or groups), and the name of the Panel Recorder.
3. The user enters the name of the panel and any other required fields (such as Panel recorder).
4. User adds panel and grid is updated.

Edit Panel

1. User selects Panel Admin option.
2. Grid is presented with existing Panels.
3. User selects a panel.
4. Fields are updated with panel information.
5. User makes changes and updates the information.
6. Panel is updated in the grid.

Delete Panel

1. User select Panel Admin option.
2. Grid is presented with existing Panels.
3. User selects a panel.
4. Fields are updated with panel information.
5. User selects Delete.
6. Panel is deleted in the grid. If the panel is being used by an award, the system would not allow the panel to be deleted, an error is issued.

Set Panel as Inactive

1. User selects Panel Admin option.
2. Grid is presented with existing Panels.
3. User selects a panel.
4. Fields are updated with panel information.
5. User click on the Active box (active is no longer selected).
6. Panel is inactive, it is not selectable on any drop down menu listing active panels.

Clear Panel Form

1. User selects Panel Admin option.
2. Grid is presented with existing Panels.

3. User selects a panel.
4. Fields are updated with panel information.
5. User selects Clear, the form is cleared.
6. User enters a new panel information.
7. User selects Clear, the form is cleared.

Add Member to a Panel

1. User selects Panel Member Admin option.
2. User selects a panel from the drop-down menu.
3. Grid with panel members (if any) is presented.
4. User enters the names of the panel member to be added and any other required field.
5. The user adds the panel member, and the panel member grid is updated with the new member.

Delete Panel Members

1. User selects Panel Member Admin option.
2. The user selects the Panel to edit from the drop-down menu.
3. List of members is displayed.
4. User selects the member to delete.
5. The user deletes the selected member.
6. Grid is updated with new panel members.

Edit Panel Members

1. User selects Panel Member Admin option.
2. The user selects the Panel to edit from the drop-down menu.
3. List of members is displayed.
4. User selects the member to edit and makes changes.
5. The user Updates the selected member.

Set Panel Members as Inactive

1. User selects Panel Member Admin option.
2. The user selects the Panel to edit from the drop-down menu.
3. List of members is displayed.
4. User selects the member to edit.
5. User selects the Active box (active is no longer checked).
6. The user Updates the selected member.
7. The member is no longer an active member of the Panel.

Clear Panel Member Form

1. User selects Panel Member Admin option.
2. The user selects the Panel to edit from the drop-down menu.
3. List of members is displayed.
4. User selects the member to edit.
5. Fields are updated with panel member information.
6. User selects Clear, the form is cleared.
7. User enters a new panel member.
8. User selects Clear, the form is cleared.

Reviewer/Approver Administration Use Cases

Description

This use case describes the process of creating Reviewers and Approvers.

This interface is used to create a list of the reviewers and approvers.

Scenarios

Search Reviewers and Approvers

1. The user selects the User Admin option from the main menu bar and Select Reviewer/Approver Administration page.
2. The user can search for existing NAAS reviewers/approvers by selecting a Center and entering last

name and optionally first name.

3. The grid is populated with the search results.
4. User selects a name from the grid and the form is populated with the information.
5. The user can select to update, delete or clear.

Add Reviewers and Approvers

1. User selects Reviewer/Approver Admin option.
2. Reviewer/Approvers form is displayed.
3. The user enters the fields to create a reviewer or approver.
4. User adds reviewer/approver and grid is updated.

Edit Reviewers and Approvers

1. User selects Reviewer/Approver Admin option.
2. User searches for a reviewer/approver.
3. Grid is presented with existing reviewers and approvers meeting the search criteria.
4. User selects a reviewer or approver.
5. Fields are populated with the information of the selected reviewer/approver.
6. User makes changes and updates the information.
7. Grid is updated.

Delete Reviewer or Approver

1. User selects Reviewer/Approver Admin option.
2. The user searches for existing reviewer/approver.
3. Grid is populated with existing reviewers/approvers matching search criteria.
4. The user selects the reviewer/approver to delete.
5. The user deletes the selected reviewer/approver.
6. Grid is updated.

Set Reviewer/Approver as Inactive

1. User selects Reviewer/Approver Admin.
2. User searches for the existing user.
3. Existing Users matching the search criteria are displayed in the grid.
4. User selects an existing user.
5. User unselects the Active selection box.
6. The existing user is now inactive and no longer has access to the system; they cannot be selected from any the drop-down menu listing reviewers/approvers.

Clear Reviewer/Approver Form

1. User selects the Reviewer/Approver Admin.
2. User searches for the existing user.
3. Existing Users matching the search criteria are displayed in the grid.
4. User selects an existing user.
5. Form is populated with reviewer/approver information.
6. User selects Clear.
7. Form is cleared.
8. User enters a new reviewer/approver.
9. User selects Clear.
10. Form is cleared.

Award Administration Use Cases

Description

The Awards Administration Use Case provides the ability for the user to perform the following functions:

1. Search Awards
2. Create Awards
3. Edit Awards
4. Delete Awards

5. Clear Option

The following are the specific award types:

- NASA Honor Awards
- NASA Special Sponsor Award
- Center Specific Award, which can be:
 - Honor Award
 - Performance Award
 - Other Incentive Award

By giving the users the ability to manage their own awards, the system will not be restricted to the existing awards and the users can modify the awards provided by their center and/or agency without requiring changes to the application. All awards have specific values that make an award unique and the application will provide a form that will allow users with the appropriate privilege to manage awards.

- The user can search for existing awards by keying in a title in the Title search field (wildcard search on title), or by selecting Award Type (drop down) and Center (drop down) and clicking search.

To edit or remove an award, the user must select the award from the list presented in the Awards Administration screen. The form is populated with the values for that award and the user can select update or delete. To add a new award, the user enters the data in the form and then selects Add. If no award is selected, the update and delete options are not active.

The following toggle switches will provide the specified functionality to the awards:

- Active: Allows the award to be active. When unchecked, the award will not be available for selection in the Nomination Form.
- Part of Allocation: Only available for NASA Honor Awards given to individuals only. When checked, it indicates that this award can follow the reclama workflow.
- Competition: When this field is checked the award nomination will have the following flow:
 - The center awards officer do the finalization for the award.
 - The amount is deducted from the budget when the award nomination is finalized.
 - For non-competition awards, the nominating official can add monetary amounts at the time when nomination is created and it gets deducted from the budget.
 - For competition awards, the nominating official can add the monetary amounts at the time

when nomination is created and it does not get deducted from the budget until it is finalized.

For specific details on the Awards Form, please refer to Appendix B.

Scenarios

Search Award

1. User selects Awards option from the main menu bar.
2. The system presents the existing awards table and the award form.
3. The following options are available: Add, Update, Delete and Clear. The Update and Delete options are not active.
4. The table display is dependant on the user role. If no awards have been created, the table is empty.
5. Above the table is a search by title option for the awards.
6. When a search is executed, only the awards matching the search criteria are displayed in the grid.

Create Award

1. User selects Awards option from the main menu bar.
2. The system presents the existing awards table and the award form.
3. The following options are available: Add, Update, Delete and Clear. The Update and Delete options are not active.
4. To start creating a new award the user enters the data on all fields (all fields have been defined in Appendix B).
5. Once the form is complete, the user selects the Add option.
6. If a mandatory field is not populated, the system will issue an error: "field name" is required.
7. If there are no errors, or errors are corrected (and Add is selected again), system saves the award and a new award screen is presented.
8. The user can create a new award or make a new selection from the menu.

Edit Award

1. User selects the Awards option from the main menu bar.

2. The system presents the existing awards table and the award form.
3. The following options are available: Add, Update, Delete and Clear. The Update and Delete options are not active.
4. The user performs a search and selects an award from the table.
5. The award form is populated with the award data.
6. Update, Delete and Clear options are active. The Add option is not active.
7. The user makes the necessary changes to the award.
8. As the user makes changes, the grid is updated accordingly. Nominations in progress will not reflect the change. Closed nominations for the updated award will reflect the data as it was when the nomination was approved and finalized.
9. Once edit is complete, the user selects the Update option.
10. If a mandatory field is not populated, the system will issue an error: "field name" is required.
11. If there are no errors, or errors are corrected (and Update selected again), system saves the award and a new award screen is presented.
12. The user can make a new selection from the menu.

Delete Award

1. User selects the Awards option from the main menu bar.
2. The system presents the existing awards table and the award form.
3. The following options are available: Add, Update, Delete and Clear. The Update and Delete options are not active.
4. The user selects an award from the table.
5. The award form is populated with the award data.
6. Update, Delete and Clear options are active. The Add option is not active.
7. The user selects the Delete option.
8. System deletes the award from the grid and the award is no longer available for selection. If the award has ever been issued to anyone, the award is not deleted or removed from the database; however, if the award has never been issued or used in any way, it is deleted from the database.
9. A new award screen is presented.

10. The user can make a new selection from the menu.

Clear Option

1. User selects the Awards option from the main menu bar.
2. The system presents the existing awards table and the award form.
3. The following options are available: Add, Update, Delete and Clear. The Update and Delete options are not active.
4. The user enters data in the award form.
5. The Add and Clear options are active. Update and Delete options are not active.
6. The user selects the Clear option.
7. The system clears the data in the award form.
8. Update and Delete options are not active.
9. User selects an award from the list.
10. Award form is populated with selected award information.
11. Update, Delete and Clear options are active. The Add option is not active.
12. The user selects the Clear option.
13. The system clears the data in the form.
14. No update is done.
15. The user can make a new selection from the menu.

Set Award as Inactive

1. User selects the Awards option from the main menu bar.
2. The system presents the existing awards table and the award form.
3. The following options are available: Add, Update, Delete and Clear. The Update and Delete options are not active.
4. The user selects an award from the table.
5. The award form is populated with the award data.

6. Update, Delete and Clear options are active. The Add option is not active.
7. The user clicks the Active field (active is no longer checked).
8. User selects Update.
9. System sets the award as inactive, this award cannot be selected for a nomination.
10. The user can make a new selection from the menu.

Nominate Use Cases

Description

The Nominate Use Case provides the ability for the user to create nominations, edit draft nominations, edit nominations, and delete draft nominations.

When the user selects the nominations option, they are presented with a grid containing the draft nominations that they have created; if they have no draft nominations then the grid is empty.

The draft nomination grid is a table containing a list of Awards that have been saved as draft. The table is read only and it contains columns for Nominee name or group name and the Award Title.

When first opened only the Create option is active. When they select a draft award the Edit and Delete options are available. They can select a nomination and edit it or delete it. Or they can just select the Create option. When the user selects the Create option they go to the Awards Nomination. In the Awards Nomination area, they are presented with the option to select an award title and a blank Awards Information Section. When the user selects the award that they want to nominate, all relevant information about the award is presented in the Information Section and an award nomination form is presented. The information is extracted directly from the data entered in the Award Administration form.

The following information is extracted from the employee source data and saved to the database; it is not displayed to the user: position title, organization name, NASA Center ID, Pay Plan and Grade, NASA Classification Code, Occupational Grouping Code, Sex, RNO Number, Home Mailing Address, Office Mailing Address, Retirement Plan and SSN.

A web service will provide information from NOPS for information. The following table provides the necessary NAAS employee fields and the corresponding NOPS fields:

NAAS	NOPS
Last Name	name_last
First Name	name_first
Middle Initial	name_middleinitial

Phone	PHONE
Email	EMAIL
Org Code	Orga
OPM Title (position title)	Opmtitle
NASA Center ID	Install
Pay Plan	Paypln
Grade	Grade
NASA Classification Code	NCC1 and NCC2
Occupational Grouping Code	Occode
Sex	Sex
RNO Number	RNO
Home Mailing Address	addr_street_1, addr_street_2, addr_city, addr_state, addr_zip
Office Mailing Address	MAILStop
Building Room	BLDGROOM
Retirement Plan	Retplan
SSN	SSN
Agency	Agency
Birth Date	Birth Date
DTYSTS	DTYSTS
Employee num	Employee num
Fax	Fax
Genqual	Genqual
Handicap	Handicap
Minced	Minced

NASA TTL	NASA TTL
Postenure	Postenure
SPID	SPID
Tenure	Tenure
Typappt	Typappt
UUPIC	UUPIC
Worksche	Worksche
X500ID	X500ID

When a nomination is created and it is subsequently modified and/or moved through the review and approval process, a transaction log is created with the name, when the action was taken, what action was taken, org name, award title, and amount. This information is available in the Status screen.

When the user creates a group through NAAS, the system will provide the ability to export or print that list for distribution.

The nomination screen will have a message indicating that unsaved data will be lost at log out. It will also state not to use the Back button or data in the current window will be lost.

Scenarios

Make Nominations

1. User selects Nominate option from the main menu bar.
2. The Draft Nomination grid is displayed.
3. User selects the Create option.
4. The Award Nomination screen is displayed.
5. User selects the award title to be given.
6. The Award Information section is populated with the information about the selected award title.
7. User enters the information on all the fields (refer to Use Cases below for specifics on adding nominees)
8. Once the nomination form is filled, the user has three options:

- a. Draft: the record stays in draft mode. A new form is presented. To save a draft nomination, the user must have entered at least the Award Category (Title) and one nominee (or group name).
- b. Submit: the record is submitted.

Search and Add NASA Civil Servant

1. In the Nominate form with the NASA Civil Servant section opened, the user has the choice of entering UUPIC for the NASA Civil Servant employee, or name (after selecting organization).
2. The grid is populated with the employees matching the ID or the name.
3. The user selects the name from the grid, drags and drops it to the Added NASA Civil Servant Nominee table.
4. The name is displayed in the Added NASA Civil Servant Nominee table.

Add Non NASA Nominee

1. In the Nominate form with the Non NASA Nominee section opened, the user can enter information on an Non NASA employee.
2. The user adds the nominee.
3. The grid is populated with the nominee information.

Delete NASA Civil Servant

1. In the Nominate form with the Search NASA Civil Servant section opened, the user can select a name from the Added NASA Civil Servant Nominee table.
2. User drags name out of the grid, and it is removed.

Delete Non NASA Nominee

1. In the Nominate form with the Add Non NASA Nominee section opened, the user can select a name from the Added Non NASA Nominee table.
2. The user can select the Delete button.
3. The name is deleted.

Monetary Awards

1. In the Nominate form when the user adds NASA Civil Servant Nominees, there is an option to enter Monetary and/or Time-Off amount (not validated).

2. User selects the nominee to add an award.
3. User enters an amount in the appropriate fields.
4. The user saves the information.
5. The grid is updated for the nominee and their award.
6. For non competition awards, when the Award Nomination is submitted the budgeted amount is deducted by the total amount of monetary award given. For competition awards, when the award is finalized by the Center Awards Officer, the budgeted amount is deducted by the total amount of monetary award given.
7. If there is not enough in the budget to support the monetary nomination, the system will issue an error stating that the award cannot be submitted (or finalized) until additional funds are available.
8. The award remains as a draft.

Routing and Approval

1. In the Nominate form the user selects the Routing and Approval section.
2. The system will display a list of names corresponding to that award and Organization.
3. User selects the appropriate name.
4. The user performs the same operation for all fields in the routing and approval section.
5. The last field (e-mail list) the user enters the e-mail of personnel that receive notification of the award and that take no action. The field is comma delimited and multiple e-mail address can be entered.

Edit Draft Nomination

1. User selects Nominate option from the main menu bar.
2. The Draft Nomination grid is displayed.
3. User selects a nomination.
4. System highlights the nomination.
5. User selects the Edit option.
6. Nomination Form is displayed.
7. User completes all data entry.

8. User can select Draft again or they can select the Submit option.
9. If the user selected the Submit option, the nomination is submitted; system displayed a new nomination form.

Delete Draft Nomination

1. User selects Nominate option from the main menu bar.
2. The Draft Nomination grid is displayed.
3. User selects a nomination.
4. System highlights the nomination.
5. User selects the Delete option.
6. Nomination is deleted and it is no longer displayed in the grid.

Edit Nomination

Nomination Edits can be done until it arrives (hits the in box) at the approval level (last person in review/approval chain, Center Approver), at that point it is locked (as soon as the Approver takes an action – approve or reject – and the nomination goes to the Awards Officer, it is unlocked). When edited, it is resubmitted and the review/approval chain starts all over. As soon as a user edits a nomination as a Nominating Official, they become the owner. The system will keep track of the creator and last modifier.

1. User selects Status option.
2. The current pending award nominations are displayed.
3. The user selects the nomination to edit.
4. The user enters a reason for the change.
5. The user makes the necessary updates and saves the nomination.
6. When the user saves the nomination, the system resubmits it to the review/approval from the beginning.

Center Awards Submit workflow

1. The Nominating Official creates and submits a new nomination.
2. The system generates an e-mail and sends it to the first reviewer in the list in the Routing and Approval section of the award nomination.
3. The reviewer can accept, reject or request a change:

- a. If rejected:
 - i. The reviewer enters a comment justifying the rejection.
 - ii. The system generates an e-mail to the Nominating Official to advise of rejection.
 - iii. If other reviewers have recommended the award previously, they would be notified of the rejection via e-mail.
 - iv. If the award was monetary, the budget is updated and the amount of the award is re-added to the budget by the system.
- b. If a request for change:
 - i. System generates e-mail to Nominating Official with requested change.
 - ii. The Nominating official can do the change or reject the award.
 - iii. If they make the change, the award is resubmitted.
- 4. When the reviewer recommends the award, it goes to the next reviewer (via automatic e-mail from system).
- 5. When the last reviewer recommends it and it is sent to the approver, the approver can accept it or reject it.
 - a. If rejected:
 - i. The reviewer enters a comment justifying the rejection.
 - ii. The system generates an e-mail to the Nominating Official to advise of rejection.
 - iii. If other reviewers have recommended the award previously, they would be notified of the rejection via e-mail.
- 6. When the approver approves the nomination the systems sends an e-mail to the Center Awards Officer and NSSC Awards Support.
- 7. If the award is not a NASA Honor Award, the Center Awards Officer logs into the system and completes the Award Nomination. If the award is a NASA Honor Award it follows the NASA Honor Awards Submit workflow.
- 8. If the award has a NOAC, the Center Awards Officer enters an effective date and submits the award to FPPS.
- 9. When the nomination is finalized by the Center Awards Officer an e-mail is sent to the Nominating Official informing them of the approval of the award.

10. The award nomination is archived by the system.

NASA Honor Awards Submit workflow

1. The Center Awards Officer holds all NASA Honor Awards until all have been submitted.
2. The Center Awards Officer submits all NASA Honor Awards as a single action e-mail to the NSSC Awards Support. If there is a problem with a nomination, the NSSC Awards Support can return the award to the Center Awards Officer.
3. The NSSC Awards Support holds all Honor Awards until all Centers have submitted their awards.
4. The Awards requiring Expert Panel Approval are submitted to the required Expert Panel (members and recorder) via e-mail (single action; they receive the set of awards assigned to them in pdf format, supporting form NASA 1644).
5. The Expert Panel Recorder can recommend or reject an award nomination. On any rejection the Expert Panel Recorder would include a rejection justification.
 - a. If rejected and the award is not Reclama eligible:
 - i. System sends e-mail to Center Awards Officer and the HQ Coordinator stating the rejection.
 - b. If rejected and the award is Reclama eligible:
 - i. The system sends an e-mail to the Center Awards Officer with the request, a copy is sent to NSSC Awards Support and HQ Coordinator.
 - ii. The Center Awards Officer has the choice of following up the Reclama process or not. If they do not follow the Reclama process, the awards nomination is rejected. If they follow the Reclama process they make the change (edit the award) and resubmit the award.
6. When the Expert Panel recorder recommends the award nomination, the system sends an e-mail to the NSSC Awards Support and HQ Coordinator.
7. NSSC Awards Support hold award nominations until all Honor Awards are received from the Expert Panels.
8. NSSC Awards Support submits all Honor Awards (including the ones that did not go to the Expert Panel) to the IAB (recorders), and HQ Coordinator via e-mail (single action).
9. The IAB can recommend or reject the award nomination:
 - a. If rejected, the system sends an e-mail to the Center Awards Officer and HQ Coordinator with the rejection and the nomination is archived.

10. When the IAB recommends the award nomination, the system sends an e-mail (single action) to the NSSC Awards Support and HQ Coordinator.
11. The NSSC Awards Support coordinates with NASA Administrator Recorder for all recommended awards.
12. The NASA Administrator Recorder logs into the system and makes all final arrangements and approvals for the recommended awards. An e-mail is sent to NSSC Awards Support, HQ Coordinator and Panel Recorder (if award required a Panel).
13. The NSSC Awards Support finalizes it and the system sends an e-mail to the corresponding Center Awards Officer.
14. Awards with NOAC are sent to FPPS.
15. The award nomination is archived by the system.
16. The Center Awards Officers can now see the status of the awards on their system by using the Query tool.

Status Use Cases

Description

This Use Case describes the system's approval process for the Center Awards Officer, and also provides the Status and Edit capabilities.

What is presented to the user is dependant on their role. The following provides roles have their own screens:

- Nominating Official
- Awards Officer
- Expert Panel Recorder
- HQ's Coordinator
- IAB Recorder
- NASA Administrator Recorder
- NSSC Awards Support

For those roles that require accept/reject information, those fields are automatically checked by the system as the approvers make their selection through the workflow.

The accept and reject fields will be editable by the Awards Officer. The save button would trigger the system to continue the work flow and send the next e-mail. The Nominating Official only has read-access to this screen. The Awards Officer will also have access to edit the nomination (if the nomination is not locked and it is editable).

The display will show 20 records at a time.

For the NSSC Awards Support, they will have the ability to perform searches on Award Type and the Award Title.

For those status screens that contain a grid with the value "amount", the following rules will be enforced:

1. If the nominee is an individual, this field will contain the amount of the award for that nominee.
2. If the nominee is a group, this field will be blank since adding an amount would not accurately reflect what each individual of the group is being awarded.

For those status screens that contain a grid with the value "organization", the following rules will be enforced:

1. If the nominee is an individual, this field will contain the organization of the nominee.
2. If the nominee is a group, this field will be blank, since it is possible for members of a group award to be from different organizations.

Since the purpose for the Organization Awards Officer role is to deal with budgeting at the Organizational level, there is no reason to allow them editing capabilities from the Status screen. A Status screen is provided as an aid only.

Scenarios

The scenarios in this section describe how each role uses the functionality of the Status page, it does not duplicate the Nominate Use Case. The workflows are followed per the Nominate Use Case; these actions are only indicative of what the user does at that point in the workflow which has already been described.

Nominating Official

1. User selects Status
2. Status screen is displayed with two grids
3. List of awards that they have access to is displayed in the top grid
4. User selects an award; details of the award and its workflow are listed in the grid below
5. The user also has the option to select an award from the grid and select Edit.
6. On Edit the user is returned to the Nomination form and they can edit the award. The workflow

starts again.

Organization Awards Officer

1. User selects Status.
2. Status screen is displayed with two grids.
3. List of awards that they have access to for their organization is displayed in the top grid.
4. User selects an award details of the award and its workflow are listed in the grid below.

Center Awards Officer

1. User selects Status.
2. Status screen is displayed.
3. List of awards that they have access to is displayed in the top grid (by center).
4. User selects an award and details of the award and its workflow are listed in the grid below.
5. The user also has the option to select an award from the grid and select Edit or View.
6. On Edit the user is returned to the Nomination form and they can edit the award. On View they see details of the status of the nomination. If the nomination had been returned to them by the NSSC Awards Support or by the reclama process. There would be a comment in the comment field.
7. The Center Awards Officer can override a decision from a Reviewer/Approver by selecting the nomination and either selecting reject or accept. The award workflow continues from that point. When the Center Awards Officer modifies a step, they must enter a comment.
8. The Center Awards Officer can also select nomination(s), and drop them to the third grid and finalize them (or perform a final reject) by adding an effective date and selecting to finalize (or reject) the award(s).
9. The Center Awards Officer also has the option to bypass all reviewers/approvers and reject the nomination(s).

Expert Panel Recorder

1. User selects Status.
2. Status screen is displayed.
3. User selects award from the drop-down menu
4. Top grid is populated with the requested award nominations (for multiple pages, the user can page

through all awards; user can also sort on the columns of the grid).

5. User selects the award nominations that they need to take action on by dragging and dropping into the lower grid.
6. From the lower grid, the user can select one or multiple award nominations that require the same action.
7. User can select:
 - a. Accept: All selected award nominations are accepted.
 - b. Reject:
 - i. If they are not reclama eligible, all selected award nominations are rejected; user must enter a comment when awards are rejected.
 - ii. If they are reclama eligible, all selected nominations are in reclama and the user must enter a comment for the requested change.

IAB Recorder

1. User selects Status.
2. Status screen is displayed.
3. User selects center and award from pulldown menu.
4. Top grid is populated with the requested award nominations (for multiple pages, the user can page through all awards; user can also sort on the columns of the grid).
5. User selects the award nominations that they need to take action on by dragging and dropping into the lower grid.
6. From the lower grid, the user can select one or multiple award nominations that require the same action.
7. User can select:
 - a. Accept: All selected award nominations are accepted.
 - b. Reject: All selected award nominations are rejected, user must enter a comment when awards are rejected.

HQ Coordinator

1. User selects Status.

2. Status screen is displayed.
3. User selects award and award type from the drop-down menu.
4. Top grid is populated with the requested award nominations (for multiple pages, the user can page through all awards; user can also sort on the columns of the grid).
5. User selects the award nominations that they need to take action on by dragging and dropping into the lower grid.
6. From the lower grid, the user can select one or multiple award nominations.
7. The user selects Send and the selected nominations are sent to the next step in the workflow.
8. The user can select Return and the nomination is returned to the Center Awards Officer with a comment.

NASA Administrator Recorder

1. User selects Status.
2. Status screen is displayed.
3. User selects award from the drop-down menu.
4. Top grid is populated with the requested award nominations (for multiple pages, the user can page through all awards; user can also sort on the columns of the grid).
5. User selects the award nominations that they need to take action on by dragging and dropping into the lower grid.
6. From the lower grid, the user can select one or multiple award nominations that require the same action.
7. User can select:
 - a. Accept: All selected award nominations are accepted.
 - b. Reject: All selected award nominations are rejected, user must enter a comment when awards are rejected.
8. The user can also select an award from the search results and click on Edit.
9. The award nomination form is presented and the user can make the desired changes. When it is submitted it is automatically accepted and the corresponding (following the workflow use case) is sent.

NSSC Awards Support

1. User selects Status.
2. Status screen is displayed.
3. User selects award and award type from the drop-down menu.
4. Top grid is populated with the requested award nominations (for multiple pages, the user can page through all awards; user can also sort on the columns of the grid).
5. User selects the award nominations that they need to take action on by dragging and dropping into the lower grid.
6. From the lower grid, the user can select one or multiple award nominations.
7. The user selects Send and the selected nominations are sent to the next step in the workflow.
8. The user can select Return and the nomination is returned to the Center Awards Officer with a comment.

Query Use Cases

Description

The Query option allows the user to query data from the NAAS, the level of access is dependant on their role and their Center and Organization.

Search fields will include:

- Check boxes for In Process or Archived
- Center (drop down)
- Date Range (from and to)
- Search the award by
 - Award Title (drop down, associated with the center selected)
 - OR BY
 - Organization (drop down, multiple select)
 - Effective date (from /to)
 - Time Off, Monetary, Honorary or all (checkboxes)
 - OR

- Nominee name (Last, first)
- Time Off, Monetary, Honorary or all (checkboxes)

Search results will be provided on a grid that would have columns including:

- Nominee name
- Organization
- Award Title
- Amount of Award

In the QUERY screen there will be a page for searching by group name. The search results will provide a grid. The grid will have name, monetary amount, time off and employing organization.

The user has the ability to obtain a list of all members of a group this list can be printed for distribution.

Scenarios

Query

1. The user selects the Query option.
2. The Query screen is displayed.
3. The user can enter the data in the available fields.
4. The user can select Clear or Search.
 - a. On Clear the fields are cleared and the user can exit or re-enter data.
 - b. On Search, the system runs the query and displays the results in a grid. All columns are sortable by title. The user can print a printer friendly version of the query result.